

ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS



**SOM112
Secretarial &
Office
Management**

COURSE TITLE

ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS

COURSE DATE/ VENUE

25 – 29 January, 2021

London, UK

COURSE REFERENCE

SOM112

COURSE DURATION

05 days

DISCIPLINE

Secretarial & Office Management

COURSE INTRODUCTION

Everyone can present well with practice and preparation. To do a really good presentation we need to know how to go about it. This is true whether our presentation is to large or small groups. People are not "born presenters", although some have greater natural ability than others. Presentation is a skill that needs to be learned.

In this course you will learn how to perfect your public speaking skills through a program of instruction, constructive feedback and discussion.

As a participant:

- You deliver five short presentations in varied formats
- You video and assess your personal performance during each presentation
- You get feedback from the tutor and the other delegates
- You get lots of the latest ideas to underpin your progress
- You get to take with you the video of your own performance for further reflection and improvement when the course has ended

Your individual Presentation may cover a technical, professional or global topic. You should prepare a short speech (maximum 3 minutes) before the Course. You will deliver it twice. After each delivery there will be structured self-assessment, video analysis and constructive help and guidance. You will be encouraged to set personal improvement targets both during and after the Course. Comprehensive Course Notes are provided for permanent reference

COURSE OBJECTIVE

Upon successful completion of this course, the delegates will be able to:

- ✓ Present themselves well - in a variety of situations
- ✓ Have Confidence when speaking in public
- ✓ Get and keep the attention and interest of the Audience
- ✓ Prepare a presentation that causes the Audience to take the required action
- ✓ Assess the need for "Visual Aids" - and to use them effectively
- ✓ Use "Body Language" to reinforce the spoken word
- ✓ "Read" the reactions of the Audience and respond to them
- ✓ Handle difficult Questions confidently
- ✓ Develop the Personal Style that is most natural
- ✓ "See themselves as others see them"

COURSE AUDIENCE

This course is designed for anyone who may need to address groups of people, or give an Interview on behalf of their Company. This will include Managers, Engineers, Supervisors, and Sales and Marketing Staff. The course is for anyone who wishes to improve his or her Public Speaking skills in English. Previous experience of Public Speaking is not required. The Course Director will assist all participants, whatever their previous experience.

COURSE CONTENT

Getting Started with Public Speaking

- Getting the best out of the Course

- Becoming a quality Speaker/Presenter
- Basics of Public Speaking:
 - "Thinking Audience"
 - Clear Objectives and Messages
 - The Personal Touch
 - Winning the People
- Deliver first (prepared) Presentation - without Visual Aids
- Review of first Presentations

Becoming More Professional

- The importance of Preparation
- Research
- Preparing Notes or Script
- Use of "Visual Aids"
 - "PowerPoint"
 - Overheads
 - Flip Charts
- Rehearsal
- Delivery of Revised Presentations

Building Confidence

- Review of Second Presentations
- Finding your "Personal Style"
- Body Language
- Opening and Closing
- Humour
- Avoiding the "Pitfalls"
- Expanding your Potential as a "Communicator"
- Assign Teams, Subjects and Objectives for Third Presentation

- Basic Team Preparations

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

\$6,150 per Delegate. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions