



## Public Speaking



## Public Speaking Training Course Outline

### Foreword:

According to a 1973 survey by the Sunday Times of London, 41% of people list public speaking as their biggest fear. Forget small spaces, darkness, and spiders – standing up in front of a crowd and talking is far more terrifying for most people.

However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career. This workshop will give you some valuable public speaking skills, including in-depth information on developing an engaging program and delivering your presentation with power.

### Learning Outcomes

#### By the end of this course participants will be able to:

- Identify their audience
- Create a basic outline
- Organise their ideas
- Flesh out their presentation
- Find the right words
- Prepare all the details
- Overcome nervousness
- Deliver a polished, professional speech
- Handle questions and comments effectively

### Course length:

1-day

#### Public Speaking Training Course - Lesson 1 **Identifying your Audience**

- Performing a Needs Analysis
- Creating an Audience Profile
- Identifying Key Questions and Concerns

#### Public Speaking Training Course - Lesson 2 **Creating a Basic Outline**

- Outlining the Situation
- Identifying the Task that had to be Performed
- Listing the Actions you took
- Revealing the Results

#### Public Speaking Training Course - Lesson 3 **Organising the Program**

- Making Organisation Easy
- Organisational Methods
- Classifying and Categorising

#### Public Speaking Training Course - Lesson 4 **Fleshing it Out**

- Identifying Appropriate Sources
- Establishing Credibility
- The Importance of Citations

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<p>Public Speaking Training Course - Lesson 5 <b>Putting it all Together</b></p> <ul style="list-style-type: none"><li>• Writing your Presentation</li><li>• Adding a Plan B</li><li>• Reviewing, Editing and Re-Writing</li></ul>	<p>Public Speaking Training Course - Lesson 6 <b>Being Prepared</b></p> <ul style="list-style-type: none"><li>• Checking out the Venue</li><li>• Gathering Materials</li><li>• A 24-hour Checklist</li></ul>
<p>Public Speaking Training Course - Lesson 7 <b>Overcoming Nervousness</b></p> <ul style="list-style-type: none"><li>• A Word from the Boss</li><li>• Preparing Mentally</li><li>• Physical Relaxation Techniques</li><li>• Appearing Confident in front of the Crowd</li></ul>	<p>Public Speaking Training Course - Lesson 8 <b>Delivering your Speech - Part One</b></p> <ul style="list-style-type: none"><li>• Starting off on the Right Foot</li><li>• Using Visual Aids</li><li>• Checking the Volume of your Voice</li></ul>
<p>Public Speaking Training Course - Lesson 9 <b>Delivering your Speech - Part Two</b></p> <ul style="list-style-type: none"><li>• Adjusting on the Fly</li><li>• Gauging whether breaks are Required</li><li>• Wrapping up and Winding Down</li></ul>	<p>Public Speaking Training Course - Lesson 10 <b>Questions and Answers</b></p> <ul style="list-style-type: none"><li>• Ground Rules</li><li>• Answering Questions that Sound like an Attack</li><li>• Dealing with Complex Questions</li></ul>

**Public Speaking Training** is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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