



Public Speaking

Overview

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 course will give learners some basic public speaking skills, including in-depth information on developing an engaging programme and delivering their presentation with power.

Who this course is for

This course is intended for anyone, no matter what experience, who would like to improve the ability to speak in front of small and large groups. This course is public speaking fear solutions for every situation.

Course outline

- Topic 1: Identifying Your Audience
- Topic 2: Creating a Basic Outline
- Topic 3: Organising the Programme
- Topic 4: Fleshing it Out
- Topic 5: Putting It All Together
- Topic 6: Being Prepared
- Topic 7: Overcoming Nervousness
- Topic 8: Delivering Your Speech, Part One
- Topic 9: Delivering Your Speech, Part Two
- Topic 10: Questions and Answers

"Public speaking is the art of diluting a two-minute idea with a two-hour vocabulary." John Kennedy

By the end of this course, learners should 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 Level	Short Course
√ Course Hours	8 hours
√ Course Standard Price	£85

Applies towards the following certificate(s) and award(s)

- Effective Managerial Skills Diploma

