

Public Speaking

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

John Kennedy

The Soft Skills Gap Do You Have One?

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, & 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 program 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.

By the end of this course, learners should be able to:

- Identify their audience
- Create a basic outline
- Organize 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 Outlines

- Topic 1: Identifying Your Audience
- Topic 2: Creating a Basic Outline
- Topic 3: Organizing the Program
- 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

Course Level

Course Hours

Available Learning Formats

Short Course

8 hours

Classroom & Blended
Distance & Online

