

Course Overview:

Public Speaking is a stimulating Five-days presentation training course led by an inspirational public speaking coach. The course consists of fun and practical workshops on key topics including voice, posture and movement.

Course Objective:

- Analyse an audience and tailor the delivery accordingly
- Design presentations for maximum impact
- Expand on key points to ensure clarity
- Inspect the proposed venue
- Master techniques to overcome nervousness and present with confidence
- Practice techniques that ensure clear, concise and effective wording is used
- Deliver a polished, professional and credible speech
- Handle questions and comments effectively

Course Outline:**Identifying your Audience**

- Creating an audience profile
- Identifying key questions and concerns

Creating a Basic Outline

- Outlining the subject
- Listing the topics to be covered

Organising the Program

- Making organisation easy
- Organisational methods

Fleshing it Out

- Identifying appropriate sources
- Establishing credibility

Putting it all Together

- Writing your presentation
- Adding a Plan B
- Reviewing, editing and Re-writing

Being Prepared

- Checking out the venue
- Gathering materials

Overcoming Nervousness

- A word from the boss
- Preparing mentally
- Physical relaxation techniques

Delivering your Speech

- Starting off on the right foot
- Using visual aids
- Checking the volume of your voice

Questions and Answers

- Ground rules
- Answering questions that sound like an attack

Training Language:

English-Arabic

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

-Dealing with complex questions

Who Should Attend:

This designed for professionals, managers, sales executives, team leaders and job interview candidates.