

## Public Speaking

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. Through this workshop your participants will become more confident and relaxed in front of an audience which will translate into a successful speaking event.

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. The Public Speaking workshop will give participants some basic public speaking skills, including in-depth information on developing an engaging program and delivering their presentation with power.



### Course Outline:

#### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Module Two: Identifying Your Audience

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

#### Module Three: Creating a Basic Outline

- Outlining the Situation
- Identifying the Task That Had to Be Performed
- Listing the Actions You Took
- Revealing the Results

#### Module Four: Organizing the Program

- Making Organization Easy
- Organizational Methods
- Classifying and Categorizing

#### Module Five: Fleshing It Out

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

### **Module Six: Putting It All Together**

- Writing Your Presentation
- Adding a Plan B
- Reviewing, Editing, and Rewriting

### **Module Seven: Being Prepared**

- Checking Out the Venue
- Gathering Materials
- A 24 Hour Checklist

### **Module Eight: Overcoming Nervousness**

- A Visit from the Boss
- Preparing Mentally
- Physical Relaxation Techniques
- Appearing Confident in Front of the Crowd (Even If You Don't Feel That Way)

### **Module Nine: Delivering Your Speech (I)**

- Starting Off on the Right Foot
- Using Visual Aids
- Checking the Volume of Your Voice

### **Module Ten: Delivering Your Speech (II)**

- Adjusting on the Fly
- Gauging Whether Breaks Are Required
- Wrapping Up and Winding Down

### **Module Eleven: Questions and Answers**

- Ground Rules
- Answering Questions That Sound like an Attack
- Dealing with Complex Questions

### **Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations