



## **PUBLIC SPEAKING: PRESENTATION SURVIVAL SCHOOL**

A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. In this two-day workshop, participants will master the skills that will make them a better speaker and presenter.

### **This workshop will teach participants how to:**

- ✓ Establish rapport with your audience
- ✓ Learn techniques to reduce nervousness and fear
- ✓ Understand your strengths as a presenter and how to appeal to different types of people
- ✓ Recognize how visual aids can create impact and attention
- ✓ Develop techniques to create a professional presence
- ✓ Learn some different ways to prepare and organize information
- ✓ Prepare, practice, and deliver a short presentation

## **COURSE OUTLINE**

### **Communication**

To begin, participants will explore key communication skills, including how to start and end a conversation.

### **Stop! Check Your Mouth!**

Next, participants will learn about characteristics that can make or break the audience's impression of a speaker, including volume, clichés, slang, diction, jargon, and tact (or lack thereof).

### **What's Your Type? How About Mine?**

During this session, participants will explore their personality type and what it means for them as a speaker.

### **Positive Self-Talk**

In this session, participants will learn how to build their self-confidence – a key skill for any public speaker.

### **Trust**

This session will explore the idea of rapport and how it can help build relationships.

### **Maximizing the Most of Meetings**

Meetings are a central part of communication and cooperation within any organization. This session will give participants some ways to successfully prepare for and present at any meeting.



### **Body Language**

During this session, participants will learn some ways to make sure their body language is sending the right message.

### **Sticky Situations**

This session will give participants some tools to deal with uncomfortable situations.

### **I Can Just Send an E-mail, Right?**

Next, participants will explore the value of oral presentations.

### **Overcoming Nervousness**

To conclude the first day, we will look at some suggestions for handling nervousness.

### **The Five S's**

To begin the second day, participants will learn about the five S's of a good presentation: significance, scenario, solutions, sequelae, and suggestions.

### **Start Writing!**

This session will focus on the nuts and bolts of creating your presentation.

### **Audience Profile**

Next, participants will look the value of audience profiles.

### **Your Speaking Voice**

This session will look at the eight key parts of a presenter's message.

### **Add Punch to Your Presentation**

There are many types of visual aids. We will provide an overview of, and tips for, the most common visuals during this session.

### **Your Presentation**

To wrap things up, participants will prepare and present a short presentation. Participants will evaluate each other and provide constructive feedback.

### **Workshop Wrap-Up**