

Course Name: Public Speaking Training

Duration: 1 Day

Course Objectives:

1. Develop essential public speaking techniques to engage and captivate audiences.
2. Overcome stage fright and build self-assurance in public speaking situations.
3. Structure and deliver compelling speeches with clarity and impact.
4. Utilize body language and vocal techniques to enhance delivery.
5. Handle Q&A sessions and impromptu speaking with confidence.

Course Outline:

Module 1: Introduction to Public Speaking

- Understanding the importance of effective public speaking skills.
- Exploring common fears and misconceptions related to public speaking.
- Identifying personal speaking goals and areas for improvement.

Module 2: Overcoming Stage Fright and Nervousness

- Techniques to manage anxiety and nervousness before and during speeches.
- Building self-confidence and developing a positive mindset.
- Practical exercises to ease into public speaking with comfort.

Module 3: Structuring a Compelling Speech

- Understanding the components of a well-organized speech.
- Crafting clear and impactful introductions and conclusions.
- Utilizing storytelling and anecdotes to engage the audience.

Module 4: Delivery Techniques

- Mastering body language to convey confidence and authority.
- Employing vocal modulation and projection for effective communication.
- Using eye contact to establish rapport with the audience.

Module 5: Handling Q&A Sessions and Impromptu Speaking

- Strategies to respond confidently and concisely during Q&A sessions.
- Techniques to think on one's feet and deliver impromptu speeches.
- Practicing spontaneity and adaptability in speaking situations.

Module 6: Practicing and Receiving Feedback

- Guided practice sessions for participants to deliver prepared speeches.

- Constructive feedback and coaching from trainers and peers.
- Individualized action plans for continuous improvement.

The 1-Day Public Speaking Training is designed to be interactive and engaging, with ample opportunities for participants to practice their newfound skills. Through individual and group activities, participants will gain the confidence and competence needed to address diverse audiences and deliver impactful presentations.