

Public Speaking and Presentation Skills

Duration: 16 Hours

Course Overview

This course equips participants with the confidence and techniques to deliver impactful speeches and presentations. Covering speech structure, audience engagement, voice modulation, and overcoming stage fright, it provides practical strategies for effective communication. Through hands-on exercises and real-world scenarios, participants will enhance their public speaking abilities for professional and personal success.

Course Outline:

Module 1: Basics of Public Speaking

- Introduction to Presentations
- Evaluating a Recent Presentation (Exercise)
- Creating Breakout Groups (Exercise)
- Developing and Selecting a Presentation Idea (Exercise)
- Foundations of Public Speaking
- Importance of Effective Communication
- Establishing Yourself
- Extemporaneous Speaking Practice (Exercise)
- Further Study

Module 2: Preparing the Presentation

- Defining the Purpose of the Presentation
- Defining Your Presentation Purpose (Exercise)
- Analyzing the Audience
- Analyzing Your Audience (Exercise)
- Structuring the Presentation Effectively
- Structuring Your Presentation (Exercise)

Module 3: Developing the Presentation

- Crafting the Content
- Developing Key Presentation Sections (Exercise)
- Importance of Transitions Between Sections
- Practicing Transitions (Exercise)
- Rehearsal Techniques for Smooth Delivery
- Rehearsing Your Presentation (Exercise)

Module 4: Delivering the Presentation

- Mental and Physical Preparation
- Mental and Physical Preparation Techniques (Exercise)
- Building Rapport and Credibility with the Audience

- Building Rapport and Using Body Language (Exercise)
- Using Effective Voice and Body Language Techniques
- Handling Question-and-Answer Sessions
- Practicing Handling Question-and-Answer Sessions (Exercise)

Module 5: Using Humor and Visual Aids

- Incorporating Humor Appropriately
- Practicing Appropriate Humor (Exercise)
- Effectively Using Visual Aids
- Brainstorming Effective Visual Aids (Exercise)
- Discussion of Color in Presentation

Module 6: Accessibility Concerns

- Understanding the Importance of Accessibility in Presentations
- Common Accessibility Barriers in Presentations
- Tools and Resources for Checking Accessibility

Module 7: Tools of the Trade

- Popular Presentation Software and Tools
- AI-Powered Content Generation
- Using ChatGPT to Enhance Your Presentation (Exercise)

Module 8: Backup and Contingency Planning

- Preparing for Technical Difficulties
- Keeping Backup Copies of the Presentation
- Having Alternative Delivery Methods Ready