

KOENIG SOLUTIONS • COURSE OUTLINE

Public Speaking: Slide Design & Audience Delivery

Learn to prepare, design and deliver presentations and public speeches with clarity, confidence and audience impact.

5 Days

DURATION

5

MODULES

47

TOPICS

COURSE OVERVIEW

This course covers the essentials of successful presenting, including structure, clarity and body language, before moving into preparation practices such as audience analysis, research and anticipating questions. It then examines slide design, including data and visuals, persuasive techniques and overcoming presentation fear. Later modules focus on delivery skills such as building rapport, handling questions and projecting with confidence, before extending these skills into public speaking, covering credible sourcing, audience needs and managing hostile questions or interruptions.

WHO THIS COURSE IS FOR

Presenters

Public Speakers

Business Professionals

Team Leaders

Trainers

LEARNING OBJECTIVES

- Explain the essentials of effective presentation and body language
- Analyse audience needs and anticipate likely questions
- Apply research and structuring techniques to organise content
- Design slides using data, visuals and persuasive techniques
- Apply relaxation and visualisation techniques to overcome fear
- Develop delivery skills such as rapport, transitions and projection
- Explain the difference between public speaking and presentations
- Handle hostile questions and interruptions during public speaking

5 Modules, 47 Topics

DAY 1

01

Presentation Essentials

TOPICS

- How to be a Successful Presenter
- Delegate Needs Analysis and Introduction
- Clarity, Structure, Revision
- The Essentials of Effective Presentation
- Introduction to Body Language and Feedback
- Self-evaluation Techniques

DAY 2

02

Presentation Preparation

TOPICS

Best Practice · Why be a Presenter? · Who are your Audience? · Anticipating Questions · Keeping Your Audience Focused · How to Research · Structuring Your Thoughts

DAY 3

03

Slide Preparation

TOPICS

- Why Use Slides?
- Handouts vs. Slides
- How to make the Perfect Slide Show
- Advanced Slide Creation
- Revising Your Presentation
- How to Use Data and Visuals
- Virtual Presentation
- How to be Persuasive
- How to be Convincing
- Fear and How to Overcome It
- Mental Preparation
- Relaxation Techniques
- Visualisation Techniques

04

Presentation Practice and Delivery

TOPICS

- Dressing for Success
- Boosting Your Credibility
- Handling Questions
- Key Point Overview
- Building Transitions
- Delivering with Passion
- Beginning with Impact
- Capturing Attention
- Holding Attention
- Building Rapport
- Projection, Pitch, Rate and Gesture
- Drawing to a Conclusion

05

Public Speaking

TOPICS

- Difference between Public Speaking and Presentations
- The Paradox of Public Speaking
- Public Speaking Audience Needs Analysis
- Finding Credible Sources for Public Speaking
- Citations and their Importance
- The Causes of Public Speaking Apprehension
- How to Appear Confident
- How to Handle Hostile Questions and Win Over Your Audience
- Dealing with Interruptions

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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