

KOENIG SOLUTIONS · COURSE OUTLINE

Public Speaking: Delivery, Body Language & Q&A

Learn to structure, deliver and refine speeches with confident body language, vocal technique and Q&A handling.

1 Day

DURATION

6

MODULES

18

TOPICS

COURSE OVERVIEW

This course looks at the fundamentals of public speaking, including common fears and personal speaking goals, before covering techniques to manage anxiety and build self-confidence. It then addresses structuring a speech with clear introductions, conclusions and storytelling, followed by delivery techniques such as body language, vocal modulation and eye contact. The course also covers handling Q&A sessions and impromptu speaking, and closes with guided practice sessions supported by feedback and individualised action plans.

WHO THIS COURSE IS FOR

Public Speakers

Business Professionals

Team Leaders

Presenters

Communication Trainees

LEARNING OBJECTIVES

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

TRAINING APPROACH

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.

6 Modules, 18 Topics

01

Introduction to Public Speaking

TOPICS

- 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

02

Overcoming Stage Fright and Nervousness

TOPICS

- 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

03

Structuring a Compelling Speech

TOPICS

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

04

Delivery Techniques

TOPICS

- 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

05

Handling Q&A Sessions and Impromptu Speaking

TOPICS

- 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

06

Practicing and Receiving Feedback

TOPICS

- Guided practice sessions for participants to deliver prepared speeches
- Constructive feedback and coaching from trainers and peers
- Individualized action plans for continuous improvement

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

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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