

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 three-day workshop, you will master the skills that will make you a better speaker and presenter.

What Will Students Learn?

- ✓ 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

What Topics are Covered?

- ✓ Communication skills
- ✓ Personality types
- ✓ Positive self-talk, rapport, and body language
- ✓ Maximizing meetings
- ✓ Managing sticky situations
- ✓ Overcoming nervousness
- ✓ The five S's
- ✓ Writing and planning a presentation
- ✓ Audience profile
- ✓ Your speaking voice
- ✓ Add punch to your presentation

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion