




**Living Mastery**

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## Public Speaking & Presentation Skills

Duration: 2 day workshop

Public speaking and Presentation skills are a must have for any leader or manager. They play a key role in increasing the influence that a leader has. In this programme, we will help you overcome your fear of public speaking, develop your speaking abilities, build your confidence and know how to put together impactful presentations.

The course is an intensive programme that covers all the aspects of Public Speaking and Presentations – from self-awareness, to planning, to voice and speech techniques to preparation of content and the actual delivery of your presentation.

### Learning outcomes

At the end of this programme, you will have become a confident and influential speaker with the ability to:

- Understand and apply your unique style and delivery
- Develop your speaking style as well as speech techniques
- Understand and utilise non-verbal communication to engage with your audience
- Understand and apply different tone techniques to connect with your audience
- Use pace and structure more effectively
- Use language creatively to achieve maximum impact
- Tailor and generate content for different audiences
- Use visual and audio aids in your presentations to create impact
- Apply different styles of presentations for different audiences
- Understand and apply Personal Branding tactics to manage your image & profile as a Speaker or subject matter expert

### Topics covered in the course:

#### Module 1: Introduction to Public Speaking

- ❖ What makes a good public speaker or presenter?
- ❖ What are the elements of a good presentation?

- ❖ Communication skills, an effective tool in public speaking
- ❖ Different styles of presentations, speaking styles and speech techniques

### **Module 2: Self-Awareness & Self-Mastery as a Speaker**

- ❖ Overcoming the fear of speaking in public
- ❖ Building your confidence
- ❖ Exploring your personal style
- ❖ Building your Personal Brand as a Speaker

### **Module 3: Content is everything!**

- ❖ Key principles of content creation
- ❖ The who: know your audience
- ❖ The what: ensure that your content is of interest to your audience
- ❖ The how: make it easy for your audience to follow your thinking and understand your message (structure and pace)
- ❖ The why: make sure you give them a reason to stay glued and not want to miss anything
- ❖ Engagement tricks: making use of visual and audio aids, story-telling and interaction

### **Module 4: Preparing for centre stage**

- ❖ Volume and projection techniques
- ❖ Language: use of clichés slang, diction, jargon, grammar and tact (or lack thereof).
- ❖ The role your dressing can play

### **Module 5: Delivering your message**

- ❖ Building a rapport with your target market
- ❖ Making use of body language to keep your audience engaged
- ❖ Dealing with uncomfortable situations (noisy or rowdiness, equipment breakdown, power black-out etc).
- ❖ Practical Exercises & Feedback