



Elsabé Manning

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PUBLIC SPEAKING AND PRESENTATION SKILLS COURSE (Four days)

To influence, inform or win support, you need to have good presentation and speaking skills. A good speaker is inspiring, clear, concise and persuasive. Some people struggle all their lives to learn to be good speakers. Too many speakers are boring, long-winded and confusing. Most speeches go on for far too long and don't get the message across clearly.

COURSE OUTLINE

1. Our Ten Steps
2. Select your topic and purpose
3. Analyse your audience
4. Research your topic
5. Formulate your thesis and major propositions
6. Support your major propositions
7. Organise your speech materials
8. Word your speech
9. Construct your introduction, conclusion and transitions
10. Rehearse your speech
11. Presentation checklist
12. At the venue
13. Deliver your speech
14. How to overcome nervousness
15. Answering Q & A
16. Thinking on your feet
17. Impromptu (unexpected or unprepared) speeches
18. Graphic and visual aids
19. Timing
20. Conclusion

21. After your speech or presentation
22. The worst advice for public speaking.

DURATION

Day 1 (Preferably a Friday)

Training in class.

Day 2

Preparation day or weekend

Research, writing and practicing of speeches. Our facilitator is available for telephonic advice, training and coaching on this day or weekend. We do not charge for this day or weekend as there is no classwork involved.

Day 3

Delivery, evaluation and re-delivery of presentations, speeches and impromptu speeches.

Day 4

Extra training, Delivery, evaluation and re-delivery of presentations, speeches and impromptu speeches.