

## **PUBLIC SPEAKING & PRESENTATION SKILLS**

### **Course Outline**

#### **Course Objective:**

At the end of this two-day workshop, participants will be equipped with the tools necessary for speaking publicly in a convincing and confident manner. To this end, emphasis will be placed on organizing and presenting ideas designed to facilitate dynamic and effective presentations.

#### **What you will cover:**

- Identifying the characteristics of effective public speakers.
- Approaching public speaking systematically.
- Explaining how the nature of the occasion influences a speech.
- Formulating clear purpose statements.
- Identifying main and subordinate ideas.
- Developing effective introductions and conclusions.
- Assessing speech anxiety.
- Using deep-muscle relaxation, visualization and other techniques to reduce speech anxiety.
- Discussion of four types of speech delivery.
- Identifying how the speaker can use visual and vocal cues to advantage.
- Visual considerations
- Analysing a speech-maker's performance (including participants') in terms of content, organization, language and delivery.

#### **Programme outline.**

##### **DAY 1:**

- Introduction
- Short discussion around a quote which speaks to a systematic approach to speech-preparation
- Expectations for effective speech-makers: describing the behaviours exhibited by effective speakers
- The four stages to speech-making: topic selection, topic development, presentation and post-presentation analysis
- Outlining principles: looking at main and subordinate ideas
- Ordering ideas—finding the right approach
- Creating a complete sentence outline
- Developing effective introductions and conclusions

**DAY 2:**

- Dealing with speech anxiety/apprehension/fright; communication apprehension: understanding and learning to cope with your fears
- Identifying the occasion and your role as speaker
- Overcoming physical and mental symptoms; using visualization as a positive approach
- Looking at options for delivery; delivery of informative, persuasive and ceremonial speeches
- Examining visual cues: clothing, posture, gestures, movements and facial expressions eye-contact
- Oral presentations
- Evaluation: content, organization, language & delivery of participants' speeches

**Venue:** UWI School of Business and Applied Studies Limited (trading as ROYTEC)  
136-138 Henry Street, Port of Spain.

**Time:** 8:30 a.m. – 4:00 p.m.