PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Public Speaking Training

We all know that speaking in public consistently ranks as one of people's greatest fears, but with professional training and practice, you too can become an effective public speaker or presenter.

This 1-day Public Speaking training course will prepare you for delivering live presentations by covering skills like how to overcome nervousness, how to boost your confidence, how to read your audience, using icebreakers, how to best interact with questions or interruptions and much more.

The PD Training Public Speaking course also provides you with valuable presentation skills, including in-depth information on developing an engaging program and delivering professional presentations with confidence and flow.

This very helpful, practical training course from PD Training is available now in Hong Kong.

This Public Speaking training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a free quote.

What You'll Gain:

Public Speaking consistently ranks as most people's top fear. Additionally, an astounding 75% of people suffer from speech anxiety.

Do you want to change your fear of public speaking, improve your career, speak with confidence and deliver professional business presentations with impact and ease? Mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career.

Whether you are speaking to a handful of people, a small group, or a large audience, this course will cover the details required so that you have a dynamic presence for any speaking engagement.

Outcomes

By the end of this course, participants will be able to:

- Analyze an audience and tailor the delivery accordingly
- Design presentations for maximum impact
- Expand on key points to ensure clarity
- Master techniques to overcome nervousness and present with confidence
- Practice techniques that ensure clear, concise and effective wording is used
- Deliver a polished, professional and credible speech
- Handle questions and comments effectively

Modules

Lesson 1: Identifying your Audience

- Performing a needs analysis
- Creating an audience profile
- Identifying key questions and concerns

Lesson 2: Creating a Basic Outline

- Outlining the situation
- Identifying the task that had to be performed
- Listing the actions you took
- Revealing the results

Lesson 3: Organizing the Program

- Making organization easy
- Organizational methods
- Classifying and categorizing

Lesson 4: Fleshing it Out

- Identifying appropriate sources
- Establishing credibility
- The importance of citations

Lesson 5: Putting it all Together

- Writing your presentation
- Adding a Plan B
- Reviewing, editing and Re-writing

Lesson 6: Being Prepared

- Checking out the venue
- Gathering materials
- A 24 Hour checklist

Lesson 7: Overcoming Nervousness

- A word from the boss
- Preparing mentally
- Physical relaxation techniques
- Appearing confident in front of the crowd

Lesson 8: Delivering your Speech - Part One

- Starting off on the right foot
- Using visual aids
- Checking the volume of your voice

Lesson 9: Delivering your Speech - Part Two

- Adjusting on the Fly
- Gauging whether breaks are Required

Lesson 10: Questions and Answers

- Ground rules
- Answering questions that sound like an attack
- Dealing with complex questions

- Wrapping up and Winding Down

Talk to our expert team
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