# Public Speaking Workshop

2 days (9.30 am to 4.00 pm)

## Course Outline

**Speech, Speaker, Audience.** Three words which are very important in the art of Public Speaking! One needs to know how to structure a speech in order to convince the Audience that the presentation is authentic. As a Speaker, there are techniques we should be aware of in regard to Body Language and how to handle the audience. How well equipped are you to give a presentation with complete confidence? *Not sure*, then take advantage of this interesting workshop. It will help you to learn the skills and to overcome the fear of Public Speaking. A workshop not to be missed! It is beneficial on both a personal and professional level to present with confidence.

### Content

**Course content:**
- Tips to relax
- The Communication Cycle
- A plan for speech preparation
- Impromptu presentations
- Body Language
- Voice projection
- How to Introduce a Speaker
- Constructive critiques on a one-to-one basis
- *And much more...*

**The workshop will enable you to:**
- Prepare a well structured speech
- Use Body Language effectively
- Variety of voice – its importance
- Impromptu Speeches
- How to MC presentations