

OUTLINE

Conquering Your Fear of Speaking in Public

Lesson 1

Course Overview

- Getting To Know
- About the Workshop
- Learning Objectives
- Personal Objectives

Lesson 2

Good Communication Skills

- Communication Opportunities
- Communications Barriers

Lesson 3

Interpersonal Skills

- Inner Conflict
- Interpersonal Conflict
- Group Conflict

Lesson 4

Getting Comfortable in Conversation

- Four Level of Conversation

Lesson 5

Role Play

- Brief Lecture of Spontaneous and Reflective action

Lesson 6

Re-Designing Yourself for Strength

- Seven Components Of a Good Speaker
- Tone , Pitch, Pacing, Emphasis, Facial Expressions, Posture and Body Language

Lesson 7

Professionalism

- Presenting a Professional Image

Lesson 8

Maximizing Meetings

- Four Areas of Opportunity
- Fifteen Ways to Master a Meeting

Lesson 9

Sticky Situations

- Identifying Situation
- Brainstorm Solution

Lesson 10

Controlling Nervousness

- Controlling Physical Nervousness
- Controlling Mental Nervousness

Lesson 11

Tell Me a Story

- Impromptu Presentation

Lesson 12

Workshop Wrap-Up

- Personal Action Plan
- Recommended Reading List
- Course Evaluation
- General Evaluation

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

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