



Public Speaking: Interpersonal Skills

No one is born a professional speaker. Some people say that people are born with the gift of the gab, or may have a charismatic personality, although these skills may be useful to being able to present and speak in public, they are just that... skills. Skills can be taught and there are a range of quick skills provided in this session that will improve your teams ability almost instantly. We have the team practice within the session and also provide a small presentation at the end of the day which will help with retention.

Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

At the end of this one-day workshop, participants will be able to:

- Develop public speaking skills.
- Learn to know their audience.
- Conquer the fear of public speaking
- Set goals for the presentation
- Possess self-confidence.

Identifying your Audience

In this session, participants will learn how to perform need analysis, create an audience profile, and identify the key questions and concerns of their audience..

Creating a Basic Outline

This session will help participants to learn how to properly outline the topics to be covered, and identify the best delivery methods.

Organising the Program

During this session, participants will know how to make organise program easily. They will also be taught with the methods to be used when organising a program. This session will also give insights on how to classify and categorise significance when organising a program.

Fleshing it Out

This session will focus on the topic about identifying appropriate sources, establishing credibility, and how important to always include citations in the presentation.

Putting it all Together

During this session, participants will be writing their presentation, add Plan B, and will review, edit and rewrite their presentation.

Being Prepared

In this session, participants' learning will focus on checking out the venue, gathering of materials, and will also be taught with the 24 hour Checklist.

Overcoming Nervousness

During this session, participants will hear words from the boss, be prepared mentally. They will also be taught with the different physical, relaxation techniques to appear confident in front of the crowd.

Delivering your Speech

During this session, participants will learn what they should prepare when delivering their speech. They will also be taught with their proper way to start their speech and how they should deliver it.

Questions and Answers

During this session, participants will be introduced to the ground rules, answer attacking questions, and deal with complex questions.

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725

