

Course duration

- 2 days

Course Benefits

- Learn the fundamentals of creating a presentation.
- Learn the the components of a good speech or presentation.
- Learn to develop a good speech or presentation.
- Learn to build rapport with your audience.
- Learn to use body language and humor.
- Learn to facilitate a question and answer session.

Course Outline

1. Introduction to public speaking
 1. Presentations
 2. Public speaking
 3. Communication
2. Preparing your presentation
 1. The presentation process
 2. Presentation purpose
 3. Audience analysis
 4. Presentation structure
3. Developing your presentation
 1. The conclusion
 2. The introduction
 3. The body
 4. Transitions
 5. Rehearsal techniques
4. Delivering your presentation
 1. Gearing up
 2. Personal motivation
 3. Rapport and credibility
 4. Voice and body techniques
5. Using humor and visual aids
 1. Humor
 2. The question-and-answer session
 3. Visual aids
6. Using what you've learned
 1. The implementation phase
 2. Resources and tools

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.