

## Public Speaking

**Length:** 1 Day

**Summary:** This course prepares you to deliver effective speeches. In business, in school, and in life, we are often called upon to speak about certain topics. Often, people tasked with such speeches become nervous. They might not know what to talk about, or ramble without making a point, or simply be confusing to listen to. This course is designed to help you shine where others falter. By the end of the course, you should be able to significantly reduce your fear of public speaking, use rehearsal techniques to develop a strong, vibrant speaking voice, and perform speeches with dynamic movement and gestures.

### COURSE CONTENT

#### CREATING COMPELLING SPEECHES

- Hooking the audience
- Identifying the critical need
- Presenting the key ideas concisely
- Explaining the payoff
- Calling for action

#### IDENTIFYING YOUR GOAL

- Informing
- Persuading
- Motivating
- Entertaining

#### THE SKILL-BUILDING CYCLE

- Determining your baseline public speaking skills
- Taming fears and increasing confidence through practice and preparation
- Leveraging your own personality and style

#### ENGAGING YOUR AUDIENCE: THE SPEAKER AS A VISUAL AID

- Directing the audience's natural eye movement
- Moving dynamically within the presentation space
- Engaging the entire audience with effective eye contact
- Synchronizing gestures to the verbal message

#### ANIMATING YOUR SPEECH WITH VOCAL VARIETY

- Adding pitch modulation and dynamics
- Reinforcing points with pauses and silence
- Reducing verbal distractors

#### DELIVERING MEMORABLE OPENINGS AND CLOSINGS

- Opening strategies to spark interest
- Motivating the audience with a call to action