Effective Public Speaking

Can your team members deliver clear, coherent and engaging speeches? Well enough to hold audiences' attention from beginning to end? Or do they get nervous about public speaking, avoiding it altogether?

In this hands-on course, your teams will develop invaluable skills for giving speeches with impact. They will improve their ability to plan, structure and tailor content to your organisation's key audiences. Your organisation will gain a reputation for having confident, knowledgeable and inspiring speakers that motivate your stakeholders to act.

Objectives	Benefits
• Deliver clear, concise, well-structured speeches that support the audience's understanding of critical information	• Participants will connect with audiences through confident, engaging and memorable speeches
• Engage audiences with speeches that are relevant, credible and inspiring	• Audiences will appreciate engaging, targeted speeches that motivate them to listen and follow up
• Manage nerves and the unexpected during speeches, through effective EQ	• Your organisation will project a professional image, through informative and inspiring speeches that result in increased stakeholder engagement

- Establishing level course: build strong foundations
- No experience needed
- Minimum upper-intermediate (B2) level English

Effective Public Speaking - Course outline

Module	Competency
Public speaking essentials • Identifying the features of an effective speech • Introducing a speaker	• Set goals to improve public speaking skills by analysing speeches against criteria for effective performance
Generating ideas for a speech • Researching your speech topic • Generating speech ideas	• Generate ideas to create a speech that is topical and entertaining
Structuring a speech • Using a speech framework to structure your speech • Engaging with an effective opening and closing	• Design a structure for a speech that captures and keeps the audience's attention
Language for speeches • Using engaging language • Using verbal techniques to engage your audience	• Use language devices to create speeches that are memorable and engaging
Managing nerves when public speaking • Identifying factors of stress • Practising strategies for overcoming fear	• Use techniques to manage nerves and appear calm while delivering a speech
Non-verbal communication in public speaking delivery • Using your voice and body language to project credibility and confidence	• Manage body language and voice to appear confident while delivering a speech
Managing the unexpected when public speaking • Giving an impromptu speech • Managing challenging moments and responding to questions	• Respond to challenging situations while giving a speech to appear flexible and resilient
Public speaking mini-clinic • Evaluating your speech against effective practices • Setting goals and action planning to improve your public speaking	• Develop plans to achieve public speaking goals in the workplace by selecting tools and techniques for effective performance