

Public Speaking Training: Create Compelling Speeches & Presentations

Module 1: Creating Compelling Speeches

In this module, you will learn how to:

- Determine your baseline public speaking skills
- Tame fears and increase confidence through practice and preparation
- Integrate audience feedback to fine-tune your delivery

You will also learn how to use the five-step method for speech delivery:

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



Module 2: Building an Effective Presentation

In this module, you will learn how to:

- Create a storyboard for your presentation
- Assess and address the needs of your audience
- Convert your ideas into clear, structured content
- Apply learning theory for optimal information transfer when shaping your presentation
- Employ the 7 +/- 2 short-term memory principle to maintain your audience's attention
- Design effective presentation slides by simplifying complex data with visuals and graphics

Module 3: Engaging Your Audience

In this module, you will learn how to:

- Direct the audience's natural eye movement
- Move dynamically within the presentation space
- Engage the entire audience with effective eye contact
- Synchronise your gestures to the verbal message
- Animate your speech with vocal variety, pitch modulation, pauses, and silence
- Deliver memorable openings and closings

Module 4: Adding Interactivity to Your Presentations

In this module, you will learn how to:

- Engage your audience by stimulating participation with pre-planned, topical, rhetorical, group, and targeted questions
- Handle questions from the audience with the reward, restate, and respond approach
- Keep your answers short and simple
- Get back on track after an unplanned interruption
- Manage the post-presentation Q&A session

Module 5: Rehearsing and Delivering Your Speech

In this module, you will learn how to:

- Build confidence with practice
- Incorporate audience feedback to improve your presentation
- Stay within your time limit
- Open your presentation dynamically to create a winning first impression

