

Golden Opportunity, Inc. ®



Public Speaking and Presentation Skills



THIS COURSE IS DESIGNED FOR:

Individuals who want to develop effective strategies to improve confidence, effectiveness and ability in public speaking and presentations skills. Whether you're presenting to senior management, making a sales presentation, giving a speech, or speaking at a meeting, this workshop gives you the key skills and confidence that guarantee success. Each participant will receive a video recording of their "before" and "after" presentations, along with "360 feedback".

YOU WILL BE ABLE TO:

- Effectively analyze your audience to prepare and deliver an effective presentation
- Create appropriate, attention-getting openings
- Develop techniques for staying on track and on time
- Close your presentations with impact and style
- Manage nervousness
- Engage your audience with effective body language
- Enhance your briefings and presentations using audio-visual aids
- Respond to questions from the audience
- Develop the confidence to speak at anytime and in any situation

COURSE TOPICS INCLUDE:

- Understanding your audience
- Verbal and nonverbal communications
- Speaking extemporaneously (impromptu speaking)
- Your elevator pitch (Structure/Preparation/Delivery)
- Managing Nervousness
- Effectively using media
- Eliminating the "filler-words" ("Ahs", "Ums" and "You Knows")
- Overcoming mistakes (Your Recovery Plan)

LEARNING METHODS:

Individual, small, and large group practical exercises; practice presentation sessions; 360 discussions; video recordings; individual coaching and feedback sessions.

PREWORK:

Bring information and material to use to prepare and deliver a personal or business-related presentation.

