

Golden Opportunity, Inc. ®



Public Speaking and Presentation Skills



Public Speaking and Presentation Skills 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".

WHEN YOU FINISH THIS WORKSHOP YOU WILL BE ABLE TO:

- Effectively analyze your audience to prepare and deliver an effective presentation
- Create appropriate, attention-getting opening.
- 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.
- Effectively respond to questions from the audience.

COURSE TOPICS INCLUDE:

- Understanding and analyzing your audience.
- How to prepare and deliver your speech.
- Verbal and nonverbal communications.
- Ad lib, impromptu, and extemporaneous speaking.
- Managing and overcoming speaking anxiety.
- Eliminating the "filler-words" ("Ahs", "Ums" and "You Knows")
- Overcoming mistakes while presenting (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.

