Speaking and Presenting with Confidence

Course Code: ASKSPC

Course synopsis: This is an easy beginners programme designed to help participants enhance their public speaking and presentation skills. The focus is on fundamentals as well as finer points of preparation and delivery. Tips on how to deal with barriers to communication as well as strategies for dealing with challenging situations will be presented. Participants will receive feedback on their vocal and visual performance through video playback and be able to critique themselves for maximum benefit.

Course Objectives: By the end of the course, you would be able to:

- To appreciate the fundamentals of dynamic presentations.
- To apply persuasive techniques in organising and presenting content
- To refine vocal and visual elements to achieve greater audience impact.
- To harness communication skills to deal with challenging situations
- To practice and refine individual presentation skills

Course Outline:

- Communication situations
- Impromptu speech – participants to conduct an impromptu speech
- Fundamentals of 'CALM' – content, audience, location, mental preparation
- Structure of a presentation - Introduction, body and conclusion
- Methods of presentation including flip charts and power point

- Tips on how to enhance pp presentations including fonts, clipart, colour
- The five step approach to persuasive presentation -Catchy title, Key points, Explain, Reinforce and Sell.
- First contact – Visual Communication (Body Language)
- SOFTEN approach - smile, open arms, forward lean, touch, eye contact, nod
- Creating impact through dressing, posture, mannerism

- Vocal Communication – Enhancing auditory techniques, volume, tone, pace
- The PAMPERS principle – Refining Pronunciation, Articulation, Modulation, Pause, Enunciation, Repetition and Speed
- Practice of vocal elements with tongue twisters
- Dealing with Question and Answer situations

- Checklist for Q&A Sessions, dealing with a difficult audience
- Mock Presentation – Each participant will conduct a power point presentation
- Self-evaluation and reflection by trainer and participants

Course Duration: 2 days (16 hours), 9:00am - 5:00pm

Course Fee: $1070.00 (Inc. GST) per participant

Course Date: Refer to Training Calendar http://asktraining.com.sg/calendar