

Public Speaking and Presentation Skills

About the Workshop

The goal of the workshop is to introduce participants to the fundamentals of creating a presentation. Participants will discuss the components of a good speech or presentation and will eventually develop their own. As they work through the activities, they will write presentations in class. They will be introduced to a variety of delivery techniques that include building rapport with the audience, using body language and humor, and facilitating a question and answer session. Participants do not need to have any prior experience; they only need a desire to improve their presentation skills.

Learning Objectives

Upon completion of workshop participants will be able to:

- Make effective Presentations
- Overcome the underlying fears of Public Speaking
- Plan and Prepare for Presentations
- Develop a Presentation
- Deliver a Presentation
- Give and receive Feedback

Target Audience

This workshop will appeal to a wide range of audiences and is intended for anyone.

Topics Covered

- 1. Introduction to Public Speaking**
 - a. Presentations
 - b. Public Speaking
 - c. Communication
- 2. Preparing your Presentation**
 - a. The Presentation Process
 - b. Presentation Purpose
 - c. Audience Analysis
 - d. Presentation Structure
- 3. Developing your Presentation**
 - a. The Conclusion
 - b. The Introduction
 - c. The Body
 - d. Transitions
 - e. Rehearsal Techniques
- 4. Delivering your Presentation**
 - a. Gearing Up
 - b. Personal Motivation
 - c. Rapport and Credibility
 - d. Voice and body Techniques
- 5. Using Humor and Visual aids**
 - a. Humor
 - b. The question-and-answer session
 - c. Visual aids
- 6. Using what you've learned**
 - a. The Implementation Phase
 - b. Resources and Tools

Methodology

- Learning Concepts/Presentations
- Group Activities and Discussions
- Tips and Tools
- Individual and Team Exercises
- Role Plays/Case Studies
- Educational Videos
- Action Plan to ensure Application of the Learning

Duration: 12 hours

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