

Syllabus

COURSE SPECIFICATIONS

DURATION

Training is given in one day (6 hours)

(The content and the duration of this session can be adapted for a personalized on-site training.)

TARGET AUDIENCE

Anyone who is called to speak publicly in their professional activity and wishes to influence more effectively and project confidence.

DELIVERY METHOD :

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities

Follow-up available (Optional)

CERTIFICATION

Training Certificate

ACCREDITED BY EMPLOI-QUÉBEC

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Corporate Training

"Personal Effectiveness" Series

Public Speaking

DESCRIPTION

The course *Public Speaking* allows participants to learn the methods, instructions, and processes required to speak in public with confidence.

Participants will learn step by step how to prepare their speeches and to present it in public, dealing with being nervous and getting the audience to listen. At the end of this training, participants will have to present a 5 minute speech that will be evaluated by the trainer and the rest of the group.

OBJECTIVES

Allowing the participant to:

- Plan their speech and organize their ideas.
- Overcome the fear of speaking in public and to feel more comfortable in front of an audience;
- Gain confidence and improve their delivery skills.
- Improve communication skills (verbal and non-verbal)
- Gain and sustain the audience's interest.

COURSE CONTENT

Organizing ideas

- Adapting the speech to context & audience
- Having clear objectives
- Gathering information
- Structured content

Methods

- Planning
- Being prepared
- The message

Appropriate language

- Verbal communication
- Non-verbal communication : body-language, gestures, expressions, ...
- Para-verbal language : voice, tone, rhythm, ...

Delivering

- Delivery skills
- Confidence
- Attitude
- Pace
- Atmosphere

Putting it all in practice

- 5-minute speech in front of the group
- Evaluation by the trainer and the other participants

Developing your personal action plan