



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Fax: 086 634 6330

Cell: 082 894 6643

Email: info@psttraining.co.za

Effective Public Speaking (Presentation Skills)

Overview

The ability to speak effectively to audiences is a learned skill. Good speakers are made, not born. This course focuses on teaching you what you need to know to help you become a more skilful public speaker and to turn what, at present, may be an unpleasant experience into one that is pleasurable.

Objectives

- Learn to look comfortable, confident & relaxed
- Learn to speak in a memorable way
- Present with Power
- Captivate
- Motivate
- Inspire & Persuade

Course Prerequisite

None

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent subject matter trainer, who utilises a combination of the following techniques to ensure that the session is practical and experiential: Discussion; Role Play; Exercises & Case Studies; Videos/DVD's; Games, Slide Shows & Written Questions

Who should attend?

Everyone from the complete beginner to the more experienced speaker

Course Outline

This course consists of 8 modules of Theory as well as Practical Sessions	
Module 1	Effective Presentations (What is needed) / Different Types of Presentations / Planning & Preparing a Presentation / Setting the Objective of the Presentation / Audience Analysis / Generating Ideas / Doing Research / The Five W's
Module 2	Structure the Message / Write the Presentation / Main Points / Subdivision of Main Points / Make & Use Notes / Storyboards
Module 3	Opening the Presentation (Getting Attention & Developing Interest) / Establish Rapport / What to Avoid? / Seven Ways to Open / Closing the Presentation / What to Do / What to Avoid / The use of Visual Aids / Types of Visual Aids / Advantages of Visual Aids
Module 4	Developing Confidence / Dealing with Anxiety / Symptoms of Anxiety / How to Control the Fear of Speaking / Get Out of Yourself and Into the Message / Tips for Reducing Anxiety
Module 5	Style of Delivery (Developing Presence) / Body Language (Gestures) / The Importance of Eye Contact / The Lectern / Developing a Conversational Tone (Voice) / Dress Code when Presenting / The Importance of Sincerity
Module 6	Questions & Answers / How to Prepare Yourself for Questions / Handling Questions / How to Disagree but Retain Rapport / Positioning the Question & Answer Session / Handling Challenging Audience Members
Module 7	How to Sell your Message / Creating & Growing the Need for People to Buy / Personality Types (Go-Getters / Carers / Analyticals / Socialisers) / Developing Flexibility
Module 8	Surviving Worst-Case Scenarios / Technology / Equipment / Seating of Audience Members / The Stage / Deal with Disruptions / Unexpected Time Issues / Ways to Destroy a Presentation / Ways to Get Your Audience Wanting More

Additional Information

Duration	2 Days	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire