

THE ART OF PRESENTATION AND PUBLIC SPEAKING



This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussions with appropriate audiovisual support. Students should also demonstrate the speaking, listening, and interpersonal skills necessary to be effective communicators in academic settings, in the workplace, and in the community.

■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- ✓ Understand and practice all the stages of the speech-making process (focusing on a topic, developing main points and evidence, using transitions, organizing, drafting, revising, editing, and delivering).
 - ✓ Gain increased confidence in ability to speak in public, as evidenced by decreased anxiety and improved physical and vocal delivery.
 - ✓ Understand various ethical issues related to the speechmaking process.
 - ✓ Adapt speeches based on an analysis of audience and the speaking situation.
 - ✓ Communicate clearly, effectively, and respectfully in a variety of types of speeches and written assignments.
 - ✓ Execute effective oral arguments using logical, emotional, and credibility-based appeals.
- Incorporate effective audiovisual materials in speeches when appropriate

■ Course Outline

- Module 1: Introduction to Public Speaking
- Module 2: Public Speaking Mastery
- Module 3: The Importance of Listening
- Module 4: Effective Communication
- Module 5: The Practice for Perfection

■ Who should attend?

- Senior leaders need to better explain their ideas and vision to teams in order to achieve buy-in and ensure optimum performance.
- Mid-level managers who would like to inspire and enthuse team members and progress within their roles.
- Ambitious early career professionals who want to equip themselves with communication skills to advance and achieve their goals.
- Everyone who wants to improve his/her speaking skills, fine-tune their verbal and nonverbal communication skills, and overcome public speaking anxiety.

■ Course Structure

The certificate course in The Art of Presentation and Public Speaking is offered in approximately 16 hours OR 2-days period. The course is by Ms. Nouth Clara. Participants will receive a Certificate of Participation upon successful completion of the course.