PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

REQUEST QUOTE

1.0 DAY COURSE

Public Speaking Training

We all know that speaking in public consistently ranks as one of people's greatest fears, but with professional training and practice you too can become an effective public speaker or presenter.

This 1-day Public Speaking training course in New Zealand will prepare you for delivering live presentations by teaching skills like how to overcome nervousness, how to boost your confidence, how to read your audience, using icebreakers, how to best interact with questions or interruptions and much more.

The PD Training Public Speaking course also provides you with valuable presentation skills, including in-depth information on developing an engaging program and delivering professional presentations with confidence and flow.

This engaging and fun training course is available now in Auckland, Christchurch or Wellington.

Please click on the Public Class tab below to view our Public Speaking Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Public Speaking consistently ranks as most people's top fear. Additionally, an astounding 75% of people in New Zealand suffer from *speech anxiety*.

Do you want to remove your fear of public speaking, improve your career, speak with more confidence and deliver professional business presentations with impact and ease? Mastering this fear, and getting comfortable speaking in public, can be a great ego booster, not to mention a huge benefit to your career.

Whether you are speaking to a handful of people, a small group, or a large audience, this course will cover the details required so that you have a **dynamic presence** for any speaking engagement.

Outcomes

By the end of this course, participants will be able to:

- Analyse an audience & tailor the delivery accordingly
- Design presentations for maximum impact
- Expand on key points to ensure clarity
- Master techniques to overcome nervousness & present with confidence
- Practice techniques that ensure clear, concise & effective wording is used
- Deliver a polished, professional & credible speech
- Handle questions & comments effectively

Modules

Lesson 1: Identifying your Audience

- Performing a Needs Analysis
- Creating an Audience Profile
- Identifying Key Questions and Concerns

Lesson 2: Creating the Outline

- Outlining the Situation
- Identifying the Task that had to be Performed
- Listing the Actions You Took
- Revealing the Results

Lesson 3: Organising the Program

- Making Organisation Easy
- Organisational Methods
- Classifying and Categorising

Lesson 4: Fleshing it Out

- Identifying Appropriate Sources
- Establishing Credibility
- The Importance of Citations

Lesson 5: Putting it all Together

- Preparing Your Presentation
- Having a Plan B
- Reviewing, Editing and Re-writing

Lesson 6: Being Prepared

- Checking Out the Venue
- Gathering Materials
- The 24 Hour Checklist

Lesson 7: Overcoming Nervousness

- Preparing Mentally
- Physical Relaxation Techniques
- Appear Confident in Front of an Audience

Lesson 8: Delivering Your Speech - Part One

- Starting Off in a Positive Manner
- Using Visual Aids and Prompts
- Checking the Volume of Your Voice

Lesson 9: Delivering Your Speech - Part Two

- Adjusting on the Fly
- Gauging Whether Breaks are Required
- Wrapping up and Winding Down

Lesson 10: Questions and Answers

- Ground Rules
- Answering Questions That Sound Like an Attack
- Dealing with Complex Questions

Talk to our expert team

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