

# PUBLIC SPEAKING

## **COURSE OVERVIEW**

This five-day course is designed to equip participants with the skills and confidence required to communicate effectively in both professional and personal settings. With a focus on helping graduates reflect on their academic experiences and transition into full-time roles, the program supports attendees in aligning their next steps, setting measurable goals, and committing to lifelong personal development. Through interactive sessions, feedback, and real-life simulations, participants will develop their presence, voice, and message to connect with diverse audiences. This course emphasizes practical delivery skills while also enhancing clarity, structure, and strategic thinking in public speaking contexts.

## **TARGET COMPETENCIES**

- Audience Engagement
- Message Clarity
- Confidence Building
- Goal Orientation
- Personal Reflection
- Verbal Articulation

## **COURSE OBJECTIVES**

By attending this course, participants will be able to:

- Develop structured and impactful presentations.
- Communicate ideas clearly and persuasively.
- Analyze audience needs and tailor content accordingly.
- Improve voice control, posture, and body language.
- Adapt delivery styles to different speaking contexts.
- Set personal communication goals and track progress.
- Manage public speaking anxiety and build stage presence.
- Reflect on communication habits and enhance effectiveness.

## **TARGET AUDIENCE**

This course is ideal for recent graduates, early-career professionals, middle management and leaders and individuals preparing for full-time roles who are looking to improve their public speaking and communication skills. It also supports professionals at all levels who aim to present ideas more confidently and effectively in workplace environments.

- Graduates transitioning into the workforce
- Individuals preparing for professional presentations
- Emerging leaders and team representatives
- Professionals engaging in client-facing roles
- Staff involved in internal or external communications

# COURSE METHODOLOGY

The course uses interactive workshops, live speaking exercises, group feedback, video analysis, and reflection-based activities to ensure practical learning and real-time application.

## COURSE OUTLINE

### AUDIENCE ENGAGEMENT

- Understanding audience expectations.
  - Analyze demographic factors.
  - Research audience context.
  - Determine knowledge level.
- Adapting message for impact.
  - Adjust tone and language.
  - Align content with values.
  - Use relatable examples.
- Building rapport quickly.
  - Open with a hook.
  - Share relevant stories.
  - Use humor when appropriate.
- Using feedback signals.
  - Observe body language.
  - Adapt delivery in real time.
  - Respond to questions effectively.
- Creating interactive experiences.
  - Include audience polls.
  - Encourage participation.
  - Use open-ended questions.

### MESSAGE CLARITY

- Structuring key points.
  - Define core message.
  - Prioritize supporting ideas.
  - Eliminate unnecessary content.
- Using simple language.
  - Avoid jargon and buzzwords.
  - Use analogies for clarity.
  - Choose active voice.
- Framing ideas effectively.
  - Apply storytelling techniques.
  - Use frameworks like PREP.
  - Highlight takeaways.
- Visual aid integration.
  - Design clean slides.
  - Use visuals to support points.
  - Avoid text-heavy visuals.
- Practicing verbal summaries.
  - Reinforce key messages.
  - Recap at logical intervals.
  - Link back to objectives.

### CONFIDENCE BUILDING

- Managing stage anxiety.
  - Practice breathing exercises.
  - Use positive visualization.
  - Prepare thoroughly.
- Strengthening mindset.
  - Reframe nervousness.
  - Focus on message, not self.
  - Embrace learning mindset.
- Enhancing self-awareness.
  - Identify strengths and gaps.
  - Use feedback constructively.
  - Set realistic goals.
- Reinforcing preparation habits.
  - Rehearse in safe environments.
  - Simulate real scenarios.
  - Use mirror or recordings.
- Building presence on stage.
  - Own your space physically.
  - Stay grounded and open.
  - Move with purpose.

### GOAL ORIENTATION

- Identifying personal goals.
  - Reflect on communication style.
  - Define success criteria.
  - Align goals with roles.
- Setting SMART objectives.
  - Make goals specific.
  - Assign measurable benchmarks.
  - Set time-bound milestones.
- Tracking progress.
  - Maintain a speaking journal.
  - Log feedback and learnings.
  - Adjust goals as needed.
- Linking communication to growth.
  - Use speaking to advance career.
  - Build visibility and credibility.
  - Connect with mentors.
- Sustaining motivation.
  - Celebrate small wins.
  - Reflect on impact made.
  - Join public speaking groups.

# COURSE OUTLINE

## **PERSONAL REFLECTION**

- Analyzing past experiences.
  - List past speaking events.
  - Identify successes and challenges.
  - Note emotional responses.
- Recognizing communication patterns.
  - Observe tone and body language.
  - Monitor filler words.
  - Identify clarity issues.
- Building a personal brand.
  - Define your speaking identity.
  - Align delivery with values.
  - Be authentic and consistent.
- Practicing mindful communication.
  - Stay present in interactions.
  - Listen actively.
  - Respond thoughtfully.
- Creating a development plan.
  - Set short- and long-term goals.
  - Plan regular speaking practice.
  - Identify support resources.

## **VERBAL ARTICULATION**

- Improving pronunciation.
  - Practice tongue twisters.
  - Emphasize difficult words.
  - Use articulation exercises.
- Controlling vocal tone.
  - Vary pitch and pace.
  - Avoid monotone delivery.
  - Use silence strategically.
- Enhancing vocal strength.
  - Practice diaphragm breathing.
  - Use projection techniques.
  - Avoid vocal strain.
- Eliminating filler words.
  - Record and review speaking.
  - Practice pauses.
  - Replace with meaningful words.
- Expressing emphasis effectively.
  - Stress key phrases.
  - Repeat for impact.
  - Match tone with emotion.

## **PRESENTATION STRUCTURING**

- Crafting compelling openings.
  - Use statistics or stories.
  - Ask questions.
  - State purpose clearly.
- Developing logical flow.
  - Use transitions between points.
  - Group related ideas.
  - Build toward conclusions.
- Closing with impact.
  - Summarize key takeaways.
  - Include a call to action.
  - End confidently.
- Creating presentation outlines.
  - Use templates.
  - Allocate time per section.
  - Balance visuals and text.
- Practicing flow delivery.
  - Time rehearsals.
  - Simulate delivery settings.
  - Ask for peer review.

