

CONFIDENCE IN PUBLIC SPEAKING

Unit Standard	242840
NQF	Level 4 - Communication Studies and Language
Credits	2
Duration	2 Days
Organisational Development Area	All employees with public speaking responsibilities.

SYNOPSIS

This course has been designed for those who are in positions where they must speak in front of audiences that are hostile or demanding. This material is also suitable for those who are relatively new speakers who want some encouragement to speak up in meetings or who want some training before they begin making presentations on behalf of the organisation.

This course is aimed at improving your skills and learning some new techniques which will give you the persuasive edge when you are making a presentation, fielding difficult questions, or presenting complex information. The course includes several exercises where the learner will have to prepare and present speeches of varying length and with varying notice.

A great presenter has two unique qualities, appropriate skills and personal confidence. This confidence comes from knowing what you want to say, and being comfortable with your communication skills. In this two-day course, you will master the skills that will make you a better speaker and presenter.

COURSE OUTLINE

PRESENTATION SKILLS

- What is speaking under Pressure?
- Presentation Skills during public speaking:
 - How to control your nerves;
 - How to make your listener hear you;
 - How to use you're speaking voice;
 - How to concentrate on "Body Language";
 - How to develop the audience's enthusiasm to match yours?
- Preparation - The key to success:
 - Researching the topic / gathering information;
 - Planning and techniques when preparing;
 - Audience Analysis - How to analyze audience's requirements;
 - Fundamentals of persuasion in persuasive speeches.
- Sharing Public Speaking:
 - Selecting an actual public communication situation, designing and implementing an effective communicative effort. (Working in groups, participants will prepare business presentations for public campaigning and awareness, e.g. Launching a new product or service).

ROLEPLAY

- Role Playing (Video Recording session);
- Participants will develop and deliver a presentation;
- Tips on Presentation, delivery, punch line, body language, handling questions will be provided on an individualized basis;
- Instant playback and analysis of mock presentations.

COURSE OUTCOMES

Upon successful completion of this course learners will have the ability to:

- Understand the effectiveness of public speaking;
- Adapt to nervousness through repeated experiences in giving presentations;
- Plan, prepare and deliver an effective public speaking;
- Analyse the audience before presenting;
- Analyse and put together content for a presentation;
- Deliver impromptu, extemporaneous and scripted persuasive speeches;
- Use visual aids to assist with an effective presentation;
- Analyse and manage feedback of your own speaking performance.