

Artistry of Public Speaking

Developed by ICVA/CIS Training Centre – Belgrade

8-9 November 2007, Belgrade

Training Purpose and Description

Many professionals are stuck "in progress" due to the Public Speaking abilities' constrains which hold them back in their careers. Fear from speaking in public, looking unconfident and insecure, confused and physically vulnerable when faced with a group or wider public can definitely jeopardise ones professional appearance and attitude, as well as the overall individual work potential and results. A group of reasons triggers our body to react in this way. It is necessary to recognise what's wrong and what can be changed in behaviour that creates and magnifies the effects in the first place. Then, calming the nerves, defeating fears and discovering new approaches for successful public appearance will come naturally.

The Training specialises in all aspects of public speaking, including communication and presentation skills to enhance the effective public speaking techniques. It focuses on the physical, as well as mental skills required for structuring presentations, building credibility, using proper presentation skills, adjusting participants' speaking techniques, developing confidence, and instructs in use of voice and gestures to create strong impressions, bond with audience, and comfortably handle and gain control over any group or listeners.

The Artistry of Public Speaking Training is based on the core principle of defeating the discomfort of performing in public, as a prerequisite for any successful presentation, facilitation, mediation, or engagement and activity in public or group events, from formal speech to a press conference. Gaining and utilising these skills will build your confidence and ensure the best and easy performance of your future work endeavours.

Participants will acquire the skills to enable them to:

- Create a great first impression
- Turn "discomfort" to their advantage
- Use physical skills to reduce nervousness
- Organise content & order for maximum impact
- Use specific skills to take command of the audience
- Use eyes, gestures, & voice to become more powerful
- Think on their feet and handle tough questions
- Use humour effectively; the right type of humour and at right times
- Avoid the critical mistakes that trap most public speakers
- Create and effectively use visual aids to maintain or regain the confidence

Learning Methods & Practical Tools:

The course will use a combination of lecture-discussions, simulation-exercises, role-plays, exemplary models, useful hand on tips and tricks, and various visual aids.

Who should attend this Training?

This training is ideal for all individuals feeling discomfort in public speaking, and/or needing additional knowledge or tools to even up their flaws in delivering presentation or facilitating meetings and events. The Training also broadens communication and presentation capacities and ensures successful outcomes of all speech seeking situations.

Training Duration & Delivery: 2-Day Training, delivered by ICVA/CIS Training Team



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TRAINING AGENDA

DAY 1

- 08:45** **Arrival and registration of participants**
- 09:00** **Introduction and Warm-up**
- 09:15** **Public Speaker:**
- Roles and Tasks
 - Strengths and Weaknesses
 - Communication Styles and Communication Models
- 09:45** **Self Preparation:**
- Why do we get Public Speaking Anxiety/Stage Fright?
 - Overcome fear of Public Speaking & suppress anxiety
 - Developing Self-Confidence
 - Get **your** attention off yourself
 - Get **their** attention off yourself if you are not ready
- 10:45** **Refreshment Break**
- 11:00** **Exercise: Preparation Techniques**
- 11:30** **Successful Communication Approach to the Audience**
- Being Clear & Concise
 - Connect with Audience
 - Gaining Credibility
 - Speak, Listen, Respond, Adjust and Adapt
- 12:15** **Non Verbal Communication Techniques**
- Body Posture, Gestures, Eye Contact
 - Confident 1st Impressions
 - Active Listening / Constant Monitoring of the Audience
- 13:00** **Lunch Break**
- 13:45** **Exercise: Non Verbal Communication**
- 14:15** **Resolving the miscommunication consequences**
- Handling Problems and Provocations in the group
 - Handling Questions & Answers
- 14:45** **Refreshment Break**
- 15:00** **Workshop: Resolving Practical Communication Problems**
- 15:30** **Self Preparation – Part 2**
- 16:30** **Evaluation of the Day 1**



DAY 2

- 09:00** **Strategic Communication Model:**
- How to use the public speaking environment
 - How to Persuade/Handle/Control your Audience
 - Choose your Technology / Audio-visual aids
 - Showing Confidence and Speaking with Conviction
 - Designing your Speech
 - Communicating the Content (Shaping Ideas into Words)
- 09:30** **Presentation Tools/Visual Aids:**
- Oral Presentation / notes and how to use them
 - Flip Chart
 - Using Props & Exhibits
 - Handouts
 - Power Point
- 10:30** **Refreshment Break**
- 10:45** **Effective Presentation:**
- Creating PP presentation
 - Tips & Tricks for PP Presentation
 - Practical Examples
 - Hints and Tips for Effective Public Speaking
 - Mistakes (how to turn them to your advantage)
 - Use of Humour
 - Tell stories
- 11:30** **Using Language:**
- Wording the Content
 - Clear and Concise Expression
 - Getting the Message Across
 - Feedback and Questions
- 12:30** **Lunch Break**
- 13:30** **Workshop: Creating and Delivering Presentations (filming individuals, followed by screening and group discussion)**
- 15:30** **Group Discussion**
- Reflections on individual presentations
 - Q&A
 - Recommendations
- 16:30** **Wrap up Session**
Certificates Awarding
Evaluation of the Training

