The Art of Public Speaking

Overview
Participants will discover the process of planning, designing and delivering effective presentations.

Target Audience
All employees

Learning Objectives
By the end of the workshop, participants will be able to:

- Gain confidence in public speaking.
- Understand the components of an effective presentation.
- Recognize common errors in the use of A/V equipment, PowerPoint and props.
- Learn how to assess and gain control of the audience.

Competencies
- Communication

Course Content
Participants will learn best practices for delivering engaging and informative presentations. Participants will have several opportunities to practice impromptu speaking and will deliver a prepared presentation at the end of the session. Feedback will be provided and each participant will receive a video of their final presentation.

Who Needs to Take This Course?
- Anyone who would like to gain confidence in public speaking.
- Anyone who delivers presentations, leads meetings or facilitates training.

Format / Length of Course
Format: Instructor led
Length: 8 hours

Required
None

Prerequisites
None
Related Workshops
None

Pre-Work Required?
Each participant should prepare a presentation, prior to class, that they will present at the end of the session. Participants will have the opportunity to make final edits during the session.

Manager Actions Required
Pre-Class:
- Talk with your employee about strengths and developmental opportunities related to the competencies.
- Relate the information from the course to their job specific responsibilities.
- Ask the employee how they believe they will benefit from the workshop.

Post-Class Support:
- Have a discussion with the employee about their impression of the workshop.
- Help the employee identify situations where they can apply the course content.
- Give the employee feedback about how they are demonstrating the behaviors.