The Art of Public Speaking

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

Target Audience
All employees

Learning Objectives
The learner will:

- 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 and 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

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.