

## PUBLIC SPEAKING AND PRESENTATION



### COURSE OVERVIEW

Public speaking can be a daunting task for many people, regardless of their age or profession. In fact, according to a survey conducted by the Sunday Times of London in 1973, 41% of individuals listed public speaking as their biggest fear, surpassing other common fears such as small spaces, darkness, and spiders. However, with the right tools and guidance, anyone can learn to become a confident and skilled public speaker.

The benefits of mastering public speaking are countless, both personally and professionally. In addition to boosting one's self-esteem, public speaking can help individuals advance in their careers, as it is a valuable skill in various fields, including business, politics, education, and entertainment. Effective public speaking can also help individuals persuade, motivate, and inspire others, making it a powerful tool for creating change and making an impact.

The Public Speaking workshop is designed to provide participants with the essential skills and knowledge they need to overcome their fear of public speaking and deliver impactful presentations. Through interactive exercises, group discussions, and hands-on practice, participants will learn how to develop and deliver a compelling

18 Afolabi Aina Street, Off Allen Avenue, Ikeja Lagos State. PHONE: 09167678828  
WEBSITE: [www.successdrives.net](http://www.successdrives.net), EMAIL: [info@successdrives.net](mailto:info@successdrives.net)

speech, engage with their audience, and handle challenging situations such as nervousness, distractions, and unexpected questions.

Some of the key topics covered in the workshop include:

- Understanding the audience: How to tailor your speech to your audience's needs, interests, and expectations.
- Structuring the speech: How to organize your ideas and content in a clear, concise, and logical way that resonates with your audience.
- Delivering with impact: How to use your voice, body language, and visuals to convey your message effectively and confidently.
- Handling nerves: How to manage your anxiety and stress before and during your speech, and turn them into positive energy.
- Handling challenges: How to deal with unexpected situations such as technical glitches, difficult questions, or interruptions, and stay focused on your goals.

By the end of the workshop, participants will have gained a solid understanding of the principles of public speaking and a set of practical skills that they can apply in any speaking situation. They will also have received constructive feedback and support from their peers and the facilitator, enabling them to continue improving their public speaking skills in the future.

## **FOR WHOM**

The Public Speaking workshop is suitable for anyone who wants to improve their public speaking skills, regardless of their level of experience or profession. It is ideal for:

- Business professionals who want to enhance their presentation skills, pitch ideas, or lead meetings and conferences.
- Educators who want to engage and inspire their students, deliver lectures and presentations, or lead workshops and training sessions.
- Public speakers who want to refine their skills, connect with their audience, and expand their repertoire.
- Job seekers who want to improve their interviewing skills and make a strong impression on potential employers.

18 Afolabi Aina Street, Off Allen Avenue, Ikeja Lagos State. PHONE: 09167678828  
WEBSITE: [www.successdrives.net](http://www.successdrives.net), EMAIL: [info@successdrives.net](mailto:info@successdrives.net)

- Individuals who want to overcome their fear of public speaking, build their confidence, and become more effective communicators in their personal and professional lives.

Whether you are a novice or an experienced speaker, the workshop is designed to meet your individual needs and goals. The facilitator will provide personalized feedback and guidance based on your level of expertise, learning style, and interests, helping you maximize your learning and growth.

## **COURSE OUTLINE**

### **Day 1: Public Speaking**

#### **Module One: Identifying Your Audience**

- Performing a Needs Analysis
- Creating an Audience Profile
- Identifying Key Questions and Concerns

#### **Module Two: Creating a Basic Outline**

- Outlining the Situation
- Identifying the Task That Had to Be Performed
- Listing the Actions You Took
- Revealing the Results

#### **Module Three: Organizing the Program**

- Making Organization Easy
- Organizational Methods
- Classifying and Categorizing

#### **Module Four: Fleshing It Out**

- Identifying Appropriate Sources
- Establishing Credibility
- The Importance of Citations

#### **Module Five: Putting It All Together**

---

18 Afolabi Aina Street, Off Allen Avenue, Ikeja Lagos State. PHONE: 09167678828  
WEBSITE: [www.successdrives.net](http://www.successdrives.net), EMAIL: [info@successdrives.net](mailto:info@successdrives.net)

- Writing Your Presentation
- Adding a Plan B
- Reviewing, Editing, and Rewriting

#### **Module Six: Being Prepared**

- Checking Out the Venue
- Gathering Materials
- A 24 Hour Checklist

#### **Module Seven: Overcoming Nervousness**

- A Visit from the Boss
- Preparing Mentally
- Physical Relaxation Techniques
- Appearing Confident in Front of the Crowd (Even If You Don't Feel That Way)

#### **Module Eight: Delivering Your Speech (I)**

- Starting Off on the Right Foot
- Using Visual Aids
- Checking the Volume of Your Voice

#### **Module Nine: Delivering Your Speech (II)**

- Adjusting on the Fly
- Gauging Whether Breaks Are Required
- Wrapping Up and Winding Down

#### **Module Ten: Questions and Answers**

- Ground Rules
- Answering Questions That Sound Like an Attack
- Dealing with Complex Questions

## **Day 2: Presentation Skills**

### **Module One: Creating the Program**

- Performing a Needs Analysis
- Writing the Basic Outline
- Researching, Writing, and Editing

### **Module Two: Choosing Your Delivery Methods**

- Basic Methods
- Advanced Methods
- Basic Criteria to Consider

### **Module Three: Verbal Communication Skills**

- Listening and Hearing: They Aren't the Same Thing
- Asking Questions
- Communicating with Power

### **Module Four: Non-Verbal Communication Skills**

- Body Language
- Gestures
- The Signals You Send to Others
- It's Not What You Say, It's How You Say It

### **Module Five: Overcoming Nervousness**

- Preparing Mentally
- Physical Relaxation Techniques
- Appearing Confident in Front of the Crowd

### **Module Six: Creating Fantastic Flip Charts**

- Required Tools
- The Advantages of Pre-Writing
- Using Colors Appropriately
- Creating a Plan B

### **Module Seven: Creating Compelling PowerPoint Presentations**

18 Afolabi Aina Street, Off Allen Avenue, Ikeja Lagos State. PHONE: 09167678828  
WEBSITE: [www.successdrives.net](http://www.successdrives.net), EMAIL: [info@successdrives.net](mailto:info@successdrives.net)

- Required Tools
- Tips and Tricks
- Creating a Plan B

#### **Module Eight: Wow 'Em with the Whiteboard**

- Traditional and Electronic Whiteboards
- Required Tools
- Using Colors Appropriately
- Creating a Plan B

#### **Module Nine: Vibrant Videos and Amazing Audio**

- Required Tools
- Tips and Tricks
- Creating a Plan B

#### **Module Ten: Pumping it Up a Notch**

- Make Them Laugh a Little
- Encouraging Discussion
- Dealing with Questions

**DURATION: 2DAYS**

#### **TRAINING PACK**

- Experienced Trainer
- Certificate of Completion

#### **ACCOUNT DETAILS**

**Bank:** First City Monument Bank Plc (FCMB)

**Account Name:** SuccessDrive Global Consult Ltd

**Account Number:** 246 809 3010