



Workshop Outline:

Overview: Speaking to a group can be a major part of your career development. You might make an oral report, conduct a staff meeting, or give a talk at a service club. In many of these situations, people are scrutinizing you to determine your knowledge and your poise. Don't disappoint them! And don't disappoint yourself. You can put your best foot forward when you make a presentation by using the principles of effective public speaking.

Topics:

1. ANALYZING

- Why a speech is called a "projected conversation"
- Three purposes of any speech
- Knowing the audience: Key to success
- What turns a group on? What puts them to sleep?
- Checklist for audience analysis
- Getting clear on the speaker's responsibilities

2. ORGANIZING

- How to structure your presentation
- Outline-rehearsal method (don't "write" your speech)
- From outline to note cards
- Preparing high-impact visual aids
- How to rehearse like the pros do
- Getting ready for the unexpected
- Planning vigorous narratives and examples

3. SHOWCASING

- Making friends with the audience in the first 3 minutes
- Turning stage fright into an asset
- Three types of gestures and when to use them
- How to deliver a dynamic opening and closing
- What to do if you get rattled
- Techniques of eye contact
- How to handle questions (even from hecklers)

This workshop is available in several formats.

