



## Public Speaking - Presentation Survival School

**Description:** A great presenter has two unique qualities, appropriate skills and personal confidence. This confidence comes from knowing what you want to say, and being comfortable with your communication skills. In this course, you will master the skills that will make you a better speaker and presenter.

**Session One:** Course Overview

**Session Two:** Communication

**Session Three:** Stop! Check Your Mouth!

- Speaking Characteristics
- Five Good Rules

**Session Four:** What's Your Type?

How About Mine?

- The Assessment
- Learning to Type

**Session Five:** Positive Self-Talk

- Our Thoughts
- Thinking Positive

**Session Six:** Rapport

**Session Seven:** Maximizing Meetings

- Four Areas of Opportunity
- Fifteen Ways to Master a Meeting
- Learning Names

**Session Eight:** Body Language

**Session Nine:** Sticky Situations

**Session Ten:** I Can Just Send an E-mail, Right?

- Advantages of an Oral Presentation
- Oratory Exercise
- Presenting...

**Session Eleven:** Overcoming Nervousness

- About Nervousness
- Mastering Non-verbal Communication

**Session Twelve:** The Five S's

- Five Points for Any Presentation
- Preparing with the Five-S Pattern
- Presentations

**Session Thirteen:** Start Writing!

- Evidence
- Introductions
- Following the Opening Statement
- Transitioning to the Body Endings
- Think Fast!
- Presentations

**Session Fourteen:** Audience Profile

**Session Fifteen:** Your Speaking Voice

- Parts of Your Message
- Vocal Variety
- Mastering Your Material

**Session Sixteen:** Add Punch to Your Presentation

**Session Seventeen:** Your Presentation

- Preparation
- Presentations
- Workshop Wrap-Up

