



## Public Speaking - Speaking Under Pressure

**Description:** This course has been designed for those who are in positions where they must speak in front of audiences that are hostile or demanding. This material is also suitable for those who are relatively new speakers who want some encouragement to speak up in meetings or who want some training before they begin making presentations on behalf of the organization. This course is aimed at improving your skills and learning some new techniques which will give you the persuasive edge when you are making a presentation, fielding difficult questions, or presenting complex information. The course includes several exercises where the participant will have to prepare and present speeches of varying length and with varying notice.

### **Session One:** Course Overview

### **Session Two:** Getting Started

- What is Speaking Under Pressure?
- Presentation Preparation
- Presentations
- Evaluations

### **Session Three:** Planning

- Preparing to Plan
- Presentation Preparation
- Presentations
- Evaluations

### **Session Four:** Force Field Analysis

- What is Force Field Analysis?
- Group Exercise
- Pros and Cons

### **Session Five:** Understanding Your Audience

- Understanding Your Audience, Part One
- Audience Profiles
- Understanding Your Audience, Part Two
- Finding Common Ground
- Practical Application

### **Session Six:** Controlling Your Jitters

- Overcoming Nervousness
- Presentation

### **Session Seven:** Making Your Listener Hear You

### **Session Eight:** Key Themes

- About Key Themes
- Practical Application
- Key Sentences

### **Session Nine:** Key Sentences

### **Session Ten:** Structuring Ideas

- Three Key Points
- Building a Three-Part Plan
- Practical Application

### **Session Eleven:** Organization Methods

- Using Time, Place, and Aspect
- Practical Application
- Two Additional Plans

### **Session Twelve:** Our Body Language

- How the Listener Takes Control
- The Meaning Behind Our Message

### **Session Thirteen:** If You Could Be...

- Two-Minute Talk

### **Session Fourteen:** Beginnings and Endings

### **Session Fifteen:** Expanding a Basic Plan



**Session Sixteen:** Presentations

- Preparation
- Presentations
- Evaluations
- Workshop Wrap-Up