



Conquering your Fear of Speaking in Public

Description: Do you get nervous when presenting at company meetings? Do you find it hard to make conversation at gatherings and social events? Do you lock up in awkward social situations? If so, this course is just for you! It's aimed at anybody who wants to improve their speaking skills in informal situations. We'll give you the confidence and the skills to interact with others and to speak in informal situations and in front of small groups.

Session One: Course Overview.

Session Two: Good Communication Skills

- Defining Communication
- Barriers to Communication

Session Three: Interpersonal Skills

- Listening
- Asking Questions

Session Four: Getting Comfortable in Conversation

- Four Levels
- Level One: Small Talk
- Level Two: Fact Disclosure
- Level Three: Viewpoints and Opinions
- Level Four: Personal Feelings

Session Five: Practicing Dialogue

- Pairs Exercise

Session Six: Redesigning Yourself for Strength

Session Seven: Professionalism.

Session Eight: Maximizing Meetings

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

Session Nine: Sticky Situations

- Group Exercise

Session Ten: Controlling Nervousness

Session Eleven: Tell Me a Story

- Preparation
- Stories
- Workshop Wrap-Up