

Public Speaking for Everyday Business People Programme



TIME	TOPICS	COMMENTS
09:00 – 09:15	Welcome and Overview of the Workshop	
09:15 – 10:00	<p>Let's Start Talking:</p> <ul style="list-style-type: none"> • Participants introduce themselves, sharing speaking strengths, weaknesses & objectives • Facilitator shares her P.S. story 	
10:00 – 10:45	<p>Releasing your Fear of Public Speaking:</p> <ul style="list-style-type: none"> • Definition of Public Speaking • Understanding what you really fear • 4 ways to build confidence before you speak • How to eliminate the anxiety you feel at the beginning of your speech 	
10:45 – 11:00	LIQUID BREAK	
11:00 – 12:30	<p>Clarity First: Owing Your Audience:</p> <ul style="list-style-type: none"> • Who are you speaking to? • What do you want them to do or think? • Why would they think or do this? 	
	<p>Clarity First – Crafting Your Message</p> <ul style="list-style-type: none"> • Clarify your message & Draft your Message Statement • Know your measure of success • Create a “Vivid Speech” outline – based on the points you want to make • Draft your speech title • Add the “Book Ends” 	
12:30 – 01:30	LUNCH & NETWORKING	
01:30 – 02:15	<p>Delivering With Your Natural Style:</p> <ul style="list-style-type: none"> • Guidelines to unlocking your natural style • Leveraging PowerPoint & other visual support • How to practice in half the time for twice the impact 	
02:00 – 4:00	<p>Speaking Out:</p> <p>Participants prepare and present speeches using the info and receive feedback from a Panel of Evaluators</p>	
04:00 – 04:30	Review and wrap-up	