

Public Speaking

Introduction

This course concentrates on confident public speaking, particularly dealing with nerves and anxiety.

It offers simple, easy to practise tools to help you cope with nerves and get your message across memorably.

You'll learn how to structure your material for the best impact and speak effectively to audiences of varied sizes.

It is fun and effective with plenty of opportunities to practice.

Course Objectives

By the end of this course, participants will be able to:

- Explain how to deal with your feelings
- Assess what already works
- Detail how public speaking works
- Deal with public speaking nerves
- Prepare to speak publicly
- Explain why we get anxious
- Overcome the fear
- List practical hints and tips
- Demonstrate how to tell a story
- Build their confidence
- Demonstrate confident public speaking

Content

A sample of what is covered includes:

The course will be tailored to reflect the needs of the participants on the day. We will include many of the exercises listed below, and any additional material that the trainers feel is relevant.

Presenting vs Public Speaking

We'll start with a look at the key differences between presenting and public speaking.

- Presenters tend to be backed up by technological support.
- Public speakers are more exposed as they only have themselves and their interaction with the audience to rely on

Nerves

- What happens when you have to speak in public?
- Your hands may sweat and your mouth goes dry. Your knees may shake and a quaver affects your voice
- Your heart may race and those well-known butterflies invade your stomach
- We'll examine the fear and its effect on your body
- It's a fight-flight reaction and there are things we can do to help

Stress Graph

The symptoms of nervousness can be experienced in 3 stages:

1. Anticipation of speaking
2. While speaking
3. After speaking and recalling what it was like to speak

The good news is that fear and nerves can be reduced to a manageable level. You'll create your own 'nerves over time' graph that will be added to throughout the day.

Talking to Many

- Speaking to One Person/Speaking to Many
- Here we look at the differences between speaking to one person, then to 2 or 3 people and then speaking to a larger group.

More Stress

- We'll spend a moment recording your most recent experience to your personal stress graph.

Building Confidence

- Unless you know you're absolutely facing a hostile group of people, human nature is such that your audience wants you to succeed.
- They're on your side!
- Therefore, rather than assuming they don't like you; give them the benefit of the doubt that they do.
- We look at how mind reading assumptions are a confidence killer.

Stretching Exercises

A series of short exercises designed to stretch your awareness and capacity

- Posture
- Breathing
- Power poses
- Warming up the voice

Presence

- An exercise in audience contact that helps with managing the fight or flight response

Connecting Without Words

- We'll explore ways of setting up a positive spiral of connection with an audience.

Pressure

- We can place so much pressure on ourselves that we forget.
- There are a great many things that we can rely on as a safety net to make sure that everything goes well.

Location

- A brief discussion on the various arenas in which you are likely to speak.
- This is to get a picture of some of the challenges that arise in certain settings.

Hot Starts

- We practice ways of grabbing an audience's attention from the start.

Everyday Objects

- An exercise in overlaying an ordinary text with an extraordinary message

Simple Story

- Here you'll practice using storytelling elements and structuring your stories around a universal simple story structure.

Levels of Understanding

- How do you assess the levels of understanding within an audience and deliver information with varied emphasis, without appearing to patronise?

Symbols, Analogies and Metaphors

- Participants will practice using analogies and metaphors to explain complicated ideas
- Symbols will be used as visual aids to reinforce themes and make a point

Tailoring Content

- Let's face it, we all want to know 'what's in it for me?'

- An exercise in adapting content to suit the audience in order to hold their listener's attention

Prepared Speeches

- Prepared speeches
- This is not intended to rehearse the actual speech but rather to use it to incorporate the principles worked on earlier in the day

Closing

- Practice in ways of making a lasting impression.

Big Upping

- A game where you can practice 'big upping' one another while introducing the next speaker

Before and After

- Techniques for interacting with your audience before and after the talk
- How to make yourself available to as many people as you are comfortable with, and to join and leave groups with ease
- Staying relaxed and dealing with last-minute anxiety

Preparation

- Participants will explore ways of preparing, managing themselves during a speech, and what to do after

Final Challenge

- A final speech from a topic selected at random incorporating the tools you have learned throughout the day

Opportunities to Practice

- Getting better at public speaking is like building muscle. It takes practice!
- From chairing a meeting, or toasting a beloved colleague at a leaving do, to delivering monthly financials to the board, we will identify all the opportunities there are to practice beyond the room.

