

Inspiring Public Speaking & Presentation Skills

2 Day Highly Interactive Workshop

“There are three things to aim at in public speaking: first, to get into your subject, then to get your subject into yourself, and lastly, to get your subject into the heart of your audience.” — Alexander Gregg

Suitable for

Anybody who has to speak in public or deliver presentations to clients, customers or management.

Course Description

Inspiring Public Speaking & Presentation Skills is designed to meet the needs of managers, professionals and anyone who has to present ideas, proposals and bids as part of their working life and to improve their public speaking performance both within their organisation and in their dealings with other organisations (vendors, clients, contractors, consultants).

Course Objectives

After completing this 2-day public speaking and presentation skills training, participants should be able to:

- Organize and prepare a speech
- Speak with style and confidence
- Understand the Dos and Don'ts when speaking in public
- Manage Q & A session effectively

SIEGER TRAINING CONSULTANTS (P) LIMITED

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Course Content

1. PREPARE FOR YOUR PRESENTATION

- Know your **A-U-D-I-E-N-C-E** (Analysis -Understanding -Demographics -Interests -Environment -Needs Customisation - Expectations)
- Eliminate stage fright and deal with your anxiety
- Perfect practice makes perfect presentation
- Anticipate questions and practice your responses

2. ORGANISE YOUR SPEECH OR PRESENTATION

- Learn about 5 basic personality styles and structure your presentation to keep their interest
- 3 types of people - visual, auditory and kinaesthetic - and how to communicate with them
- Five stages of every winning presentation: opening-preview-body-review-close
- Organise your content: topical order, chronological order, experiential order, escalating pattern, pros and cons, cause-effect, problem-solution

3. DELIVER YOUR TALK WITH CONFIDENCE AND STYLE

- Make powerful openers work for you - create favourable first impressions
- Improve and control your posture, body language and movement
- Use your voice - adjust its speed, volume and pitch for maximum impact
- Learn **10 most persuasive words** in English language and use them effectively
- Utilise examples, stories, quotations, analogies and other "tools of the trade"

4. AVOID MAKING THE CRITICAL MISTAKES

- Learn how to handle questions
- 7 ways of answering avoidance
- How to keep in control of Q&A sessions
- Discover secrets of dealing with four common situations: troublemakers, over-active participants, complaints/objections and lack of involvement
- Quickly recover when your mind goes blank and get back on track
- The worst presenters and how to avoid being one of them (The Tweaker - The Plain Bore - The Twister - The Technomaniac (The Nerd) - The Straw Man - The Clown - The Pacer - The Thumper)

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5. USE POWERFUL VISUAL AIDS

- Decide on a high tech or low tech approach
- Learn the **4Cs of superior visuals**: Clear, Correct, Concise, Considerate
- Utilise the power of colour to your advantage
- Critical DOs and DON'Ts for pictures, tables, graphs, symbols and cartoons

6. PERSUADE AND WIN YOUR AUDIENCE OVER

- The art of persuasion - the shark's strategy versus dolphin's strategy
- Learn 7 most powerful closing techniques for winning sales, contracts and business: The STAR close - The happy ending close - The bridge over troubled water close - The jigsaw-puzzle close - The funnel close - The scare close - The future-telling close
- The aspects of persuasion: Information - Repetition - Participation - Motivation

7. MASTER SPECIFIC TYPES OF PRESENTATIONS

- Sales presentations (to clients / customers)
- Justifications (to management / stakeholders)
- Progress reports (to clients, management)
- Debates
- TV interviews
- Telephone presentations
- One-on-one presentations
- Team presentations

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Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training.
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- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
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