

public speaking

course description

This course is adapted to the level of skills, experience and seniority of the participants. It is designed to enhance the abilities of anyone who speaks in public, be they a beginner or more experienced. The subject falls naturally into two parts, content and delivery. Firstly, delegates are led to understand the method for choice, content and preparation of a winning presentation. Then, they are guided towards a development of their own style of delivery by using recognised and novel techniques.

Participants will be expected to deliver at least two presentations during the course of around 5 minutes. These presentations are video-recorded and analysed in class. This “see yourself as others see you” feedback is extremely valuable and helps participants get the most from the session.

learning objectives

By the end of the course, participants will be able to;

- define the objectives of the presentation and judge the level of appeal
- fully prepare the content and delivery of a powerful presentation
- use an appropriate structure for their chosen presentation
- improve their voice skills and be able to add meaning using projection, intonation, pace, pauses & silence, tone, clarity
- use different visual aids, handouts and other course materials
- analyse and develop their own body language and accurately interpret the body language of their audience
- be able to deal with unforeseen problem issues

target audience

Anyone that needs to present and speak to a public audience.

duration

1 day for up to 6 people

REGISTRATION FORM

Form to be completed by training department / line manager

Public Speaking 10 September 2010

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature

Please return this form by fax to +352 22.55.99.99 or +352 22.06.39

Terms and conditions

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contact

For further information, please contact your Coordination Manager:

Telephone: +352 22.55.99.1

Fax: +352 22.55.99.99

Email: info@fasttraining.eu