



DEVELOPING YOUR PUBLIC SPEAKING SKILLS

We are all likely to have to take the floor from time to time to talk to a group of people, whether to present a project, explain the originality of a new concept or product, give information to other departments, train others in a particular skill, and so on. Public speaking is a very important way to facilitate internal and external communication, as well as promoting cooperation within the same department and with other departments. You therefore need to be able to speak in front of others successfully. Contrary to what we may believe, speaking publicly is not some innate gift; we all have the potential to express ourselves eloquently. However, it requires preparation, practice and mastery of the key techniques inherent in presentation. This course will give you clear advice and straightforward methods to make the most of your public speaking, and fulfil the objectives you set yourself.

This programme is designed for:

- business unit managers
- line managers
- project managers

At the end of this course you should be able to:

- prepare an oral presentation using the right media
- grab your audience's attention
- convince your audience
- deal with difficult participants

The communication certificate shows you have acquired the skills covered in the course.



Benefits of the programme:

your presentations will be better prepared and more effective
in-house communication will benefit and this will result in better cooperation
you'll find it easier to convince get colleagues behind you on projects
presentations to customers will improve, which can have an impact on the overall
performance of the company

3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

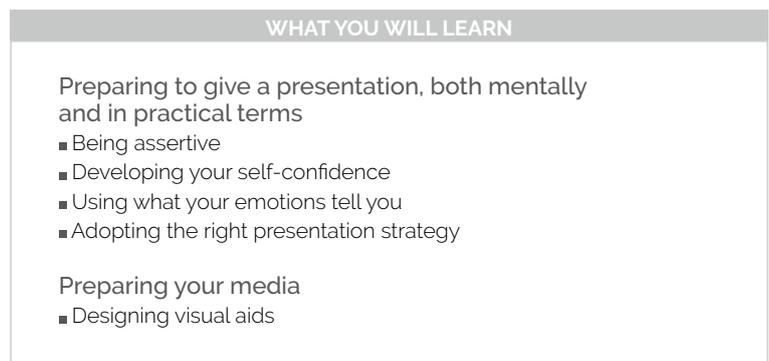
1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



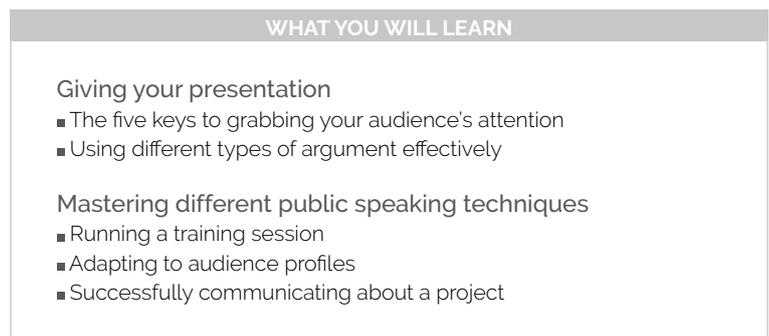
2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

