



KEYS TO PUBLIC SPEAKING

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 therefore a fundamental part of our work. It facilitates internal and external communication and promotes cooperation within the same department and with other departments. We therefore need to be able to speak publicly successfully. Contrary to what we may believe, it is not some innate gift. We all have the potential to express ourselves eloquently. However, it takes preparation, practice and mastery of the key techniques inherent in presentation. This course will give you clear advice and straightforward methods so that you can make the most of your public speaking engagements, and fulfil the objectives you set yourself.

This programme is designed for:

- salespeople
- assistants
- anyone who has to address an audience

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

- prepare an oral presentation using the right media
- grab your audience's attention
- 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
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.

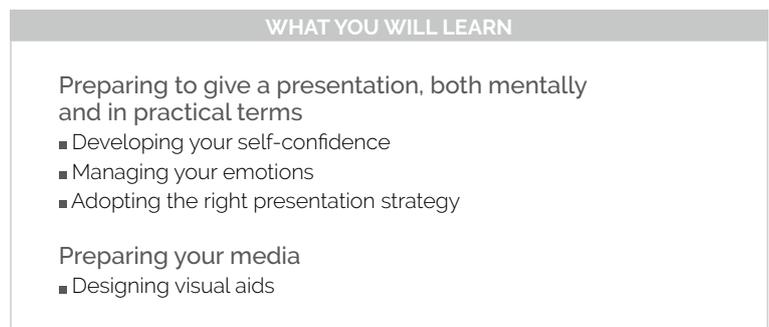
1 Preparing for the programme

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.

