

Overcoming Your Fear of Public Speaking

Course Overview

Public speaking is still the number one universal fear. If you get nervous about participating in company meetings, you're not alone. If you find it awkward to make conversation at business and social events, you're not alone. Do you completely freeze when someone asks you to speak in a group without notice? Would you like more confidence when you speak in group situations? If so, this course is just for you! We'll give you the opportunity to practice these skills in a safe setting. In the end, you'll find the confidence to interact with others, speak in informal situations, and present in front of small groups.

Recommended for: People who have difficulties in speaking in public, whether they are managers, line managers or sales persons.

Format: Instructor-led

Duration: One day

Learning Objectives

- Engage confidently in one-on-one conversations
- Speak comfortably in small groups
- Actively participate in meetings
- Practice speaking skills in a safe, supportive setting



Course Outline

- Unit 1: Start with Communication Basics
 - Setting the Tone
 - Effective Group Communication
 - Barriers to Get Past
- Unit 2: Use Everyday Skills
 - Active Listening
 - Tips to Become a Better Listener
 - Asking Questions with Purpose
- Unit 3: Enjoy Everyday Conversations
 - Level 1: Engage in Small Talk
 - Level 2: Share Personal Facts
 - Level 3: Share Personal Opinions
 - Level 4: Share Personal Feelings
 - Applying What You Learn
- Unit 4: Build Your Vocal Strength
- Unit 5: Be a Professional
- Unit 6: Maximize Small Group Meetings
 - Four Areas of Opportunity
 - Fifteen Ways to Master a Meeting
- Unit 7: Solving Sticky Situations
- Unit 8: Control Your Nervousness
- Unit 9: Tell Me a Story



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