



Course Name

THE PUBLIC SPEAKING MASTERCLASS

This Highly Interactive Workshop Will Focus On Teaching The Organization's Employee The Finest Techniques And Plans On How To Go About Building Positive Associations With The Media, Along With What Can And Cannot Be Shared In The Media. Different Schools Of Thoughts As To What Should And Should Not Be Shared With The Media Are Explored.



Reach New Heights | Training & Consulting
An ISO 14001:2015 ISO 9001:2015 Certified Company



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Duration:
Three Days



Location:
TBD



Date:
TBD





Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients

BASED IN ABU DHABI
SINCE 2001
WE HAVE A PROVEN TRACK



VISION

"The only thing worse than being blind is having sight but no vision".

To be recognized as the partners' first choice in the field of Learning and Development locally and globally



MISSION

Enable our partners achieving their objectives

by designing innovative learning and development solutions which will boost people performance and business results as well.



VALUES

Driven by five core values which will form the basis for every decision...

- ✓ Result Orientation
- ✓ Partners' Success
- ✓ Passion
- ✓ Commitment
- ✓ Innovation

Why Us?

- 01 Interactive Engaging Courses
- 02 Recognized Certificates
- 03 Wide Range Of Training Subjects
- 04 Global Training Centers
- 05 In-House & Customized Courses
- 06 Internationally Certified Instructors
- 07 Advanced Reporting System



10,000 People Trained a Year, with 98% Satisfaction Rating

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.



American Welding Society
EDUCATIONAL INSTITUTION MEMBER





COURSE INTRODUCTION

THE PUBLIC SPEAKING MASTERCLASS



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This Workshop Aims To Equip Employees With Latest Methodologies Used In Public Speaking And Delivering Presentations Through Teaching Them To Master The Unique Skills Of Presenting Through Many Hands-On Exercises So They Can Leverage Their Current Skill Level And Polish Their Presentations And Deliver As Good As They Are Capable Of. This Highly Interactive Workshop Will Focus On Teaching The Organization's Employee The Finest Techniques And Plans On How To Go About Building Positive Associations With The Media, Along With What Can And Cannot Be Shared In The Media. Different Schools Of Thoughts As To What Should And Should Not Be Shared With The Media Are Explored. Extensive Case Studies Will Be Examined. As Well As, Learning The Etiquette Of Dealing With Celebrities And Public Figures, To Reach A Very Advanced Level Of Professional Public Speaking.

OBJECTIVES

AT THE END OF THE LEARNING EXPERIENCE, THE PARTICIPANTS WILL BE ABLE TO:

- ✓ To establish self-confidence and charisma to trainees
- ✓ To explore how to be a public speaker
- ✓ To review the planning tips for a presentation
- ✓ To look to different visual aids
- ✓ To discuss the preparation stage
- ✓ To manage the nerves during delivering
- ✓ To learn best delivery methods
- ✓ To focus on how to sell an idea
- ✓ Analyze an audience and tailor the delivery accordingly
- ✓ Design presentations for maximum impact
- ✓ Expand on key points to ensure clarity
- ✓ Inspect the proposed venue
- ✓ Master techniques to overcome nervousness and present with confidence
- ✓ Practice techniques that ensure clear, concise and effective wording is used
- ✓ Deliver a polished, professional and credible speech
- ✓ Handle questions and comments effectively

TRAINING METHODOLOGY

The Course Uses A Mix Of Interactive Techniques Such As: Simulation-Based Learning, Active Learning, Case Studies, Accelerated Learning, Role Plays, Game-Based Learning, Blended Learning, Video-Based Learning And Life Examples.





Course Outline

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INTRODUCTION TO PUBLIC SPEAKING SKILLS: WHY IT MATTERS?

- ✓ What does the term “Public Speaking” means?
- ✓ The famous myths of public speaking
- ✓ The importance of acquiring the professional sense of public speaking
- ✓ Recognize the different types of speeches and keys to success for each and when to use
- ✓ Characteristics of effective Public Speaker
- ✓ Characteristics of effective Speeches

STUDY YOUR AUDIENCE FOR EXCELLENCE

- ✓ Different audience types and how to exceed each type expectations
- ✓ The implication of audience size on your speech
- ✓ Handling different questions in a proper way
- ✓ How to open and close your point with impact
- ✓ How to handle tough Q&A, specially from interviewers, radio presenters and journalists
- ✓ Answering questions that sound like an attack
- ✓ Dealing with complex questions

PLANNING

- ✓ How to set your speech goals?
 - Organizational Goals From The Speech
 - Audience Goals From The Speech
 - Speaker’s Goals From The Speech
- ✓ How to use the A/V Aids?



PREPARE YOUR SPEECH TO EXCEL

- ✓ Pick solid References to collect data from to establish your credibility
- ✓ Filter the content you really need
- ✓ The logical sequence in your speech
- ✓ The importance of citations
- ✓ Prepare for your time adequately
- ✓ Preparing your presentation according to its type:
 - Face-to-Face Presentation
 - Face-to-Camera Presentation
 - Voice-to-Ear Presentation





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DEFEAT YOUR FEARS

- ✓ How to project confidence even if you don't feel confident
- ✓ Adopt a 'proactive' mindset for interviews
- ✓ How to breathe well
- ✓ Preparing mentally
- ✓ Physical relaxation techniques
- ✓ Appearing confident in front of the crowd

FINAL PREPARATION BEFORE THE EVENT

- ✓ Rehearse your speech
- ✓ Preparing a Plan B to avoid sudden disruptions
- ✓ Reviewing, editing and Re-writing
- ✓ A 24-Hour checklist
- ✓ Checking out the venue



PUBLIC SPEAKING FROM THE EYE OF AN EMPLOYEE

- ✓ Legal Guidelines in Media Communication
- ✓ To Share or Not to Share?
- ✓ Interacting with media in certain cases:
 - Robbery Cases
 - Homicide Cases
 - Serial Murder Cases
 - Using Force and Police shooting Cases
 - Corruption Cases
 - Wanted Persons and fugitives
 - Hostage Situations
 - Natural disasters and weather conditions





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EVALUATE TO LEARN

- ✓ Common Concerns while evaluating your speech
- ✓ The Most Common Mistakes to avoid
- ✓ Common Mistakes to avoid when dealing with a feminine Audience
- ✓ Explore your ability to influence

TIME TO PRACTICE

- ✓ Prepare and present your own speech
- ✓ Presentations evaluation





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THANK YOU

For any clarification or information. Please do not hesitate to contact us

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