

Improving your public speaking

Who is the course for?

- Public speakers and presenters
- Salespeople
- Job applicants
- Students

Course objectives

- To explore why presentations are often ineffective
- To help you plan your presentation for maximum impact
- To help you deliver your presentation for maximum impact
- To stop you ruining your talk with presentation software

Features

- Based on over thirty years' experience in presenting and teaching
- Based on over twenty years' experience in online and blended education
- Lots of planning templates and practical examples
- Cloud based software as service delivery to wide range of platforms

Who are we?

AGLC have been trading for 10 years. We supply learning solutions to a wide range of organisations from local small companies to UK Dept of BEIS, Universities and the World Bank amongst other global agencies

This course has been written in response to the generally poor quality of public speaking. It is a vital skill for anyone, but is one which is too often neglected. Apparently, the fear of public speaking is greater than the fear of death. This course will help you to:

- Plan your talk
- Give your talk
- Not ruin your talk with PowerPoint ®
- Send people with the message(s) you want them to remember

It comes with templates and planning tools to help you improve your public speaking.

This course is based on an earlier book, taking advantage of the extra features offered by online learning.

Here's what one reviewer said about that book:

"This book is easily-readable and left me hurrying to finish, in order that I could trash my next planned presentation and restart using the Gillies Principle. My 'take home' message – read this before you start on your next presentation."

Content

- 1. The problem with public speaking**
 - The purpose of effective mentoring
 - The role and responsibilities of an effective mentor
 - The skills, knowledge and behaviours required of an effective mentor
- 2. Planning your talk**
 - Understanding the importance of planning
 - Defining the key elements of a plan for an effective presentation
 - Writing a plan for an effective presentation
- 3. Giving your talk**
 - Presentation style
 - Pace, volume and other enhancement techniques
 - Handling questions
 - Enhancing your talk with handouts, pre-reading and follow-up activities
- 4. How not to ruin your talk with PowerPoint**
 - How the inappropriate use of software such as PowerPoint can ruin your talk
 - Using PowerPoint to enhance your talk
 - Using PowerPoint to differentiate your talk
 - Using PowerPoint to get your message across
- 5. The take home message**
 - Learning review
 - Action planning for the future