



Consulting and Training | Reach New Heights

Course Name

Effective Public Speaking

Sector Name

Interpersonal Skills and Self Development

Document Type

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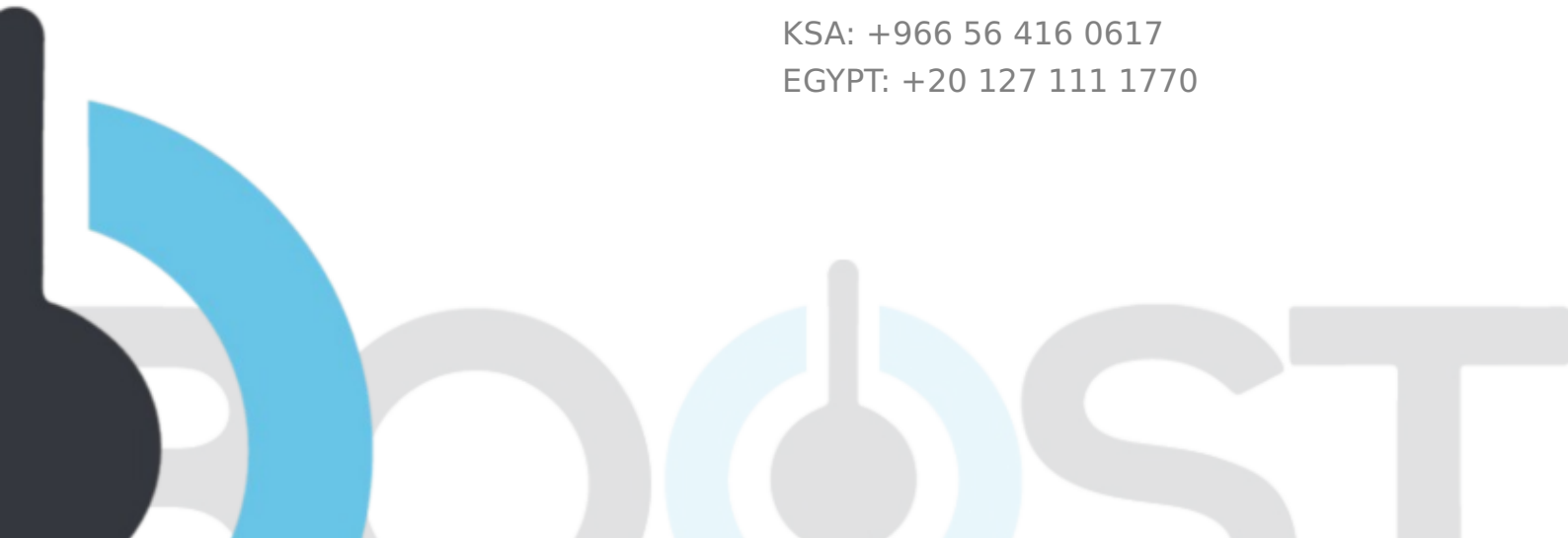
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Effective Public Speaking

Course Introduction

Public speaking can be a nerve-wracking experience for even the most confident communicators. However, an invitation to speak in front of a large audience, whether within your own organisation, among industry peers, or in an academic context, provides an excellent opportunity to promote your department, your company, or your own career. You may only have a short time to create the right impression, to present your ideas clearly and convincingly, and to win over your audience, so having the confidence and skill set to keep your audience gripped can make all the difference.

Public speaking skills

This training course is designed to help participants strengthen their public speaking skills, build confidence, and establish rapport with the audience — all while practicing and delivering presentations in a safe environment with personalized feedback. This will allow participants to apply effective public speaking skills, keep the audience focused on message and design interactive questions to engage audience.

Effective Public Speaking

Target Audience

- ✓ Executive Secretaries
- ✓ Executive Personal Secretaries
- ✓ Personal Secretaries
- ✓ Executive Assistants
- ✓ Personal Assistants
- ✓ Office Managers
- ✓ Administration Managers
- ✓ Management Secretaries
- ✓ Senior Assistants

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Effective Public Speaking

Learning Objectives

- ✓ Gain the skills and apply methods in creating materials that support a compelling speech
- ✓ Speak publicly in a convincing, confident, and concise style
- ✓ Deliver dynamic and effective presentations
- ✓ Build and maintain audience rapport through eye contact, vocal delivery, and body language
- ✓ Sharpen your public speaking skills by integrating feedback

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Effective Public Speaking

Course Outline

✓ **01 Day One**

Creating Compelling Speeches

Employing A Proven Five-step Method

- ✓ Hooking the audience
- ✓ Identifying the critical need
- ✓ Presenting the key ideas concisely
- ✓ Explaining the payoff
- ✓ Calling for action

Identifying Your Goal

- ✓ Informing
- ✓ Persuading
- ✓ Motivating
- ✓ Entertaining

The Skill-building Cycle

- ✓ Determining your baseline public speaking skills
- ✓ Taming fears and increasing confidence through practice and preparation
- ✓ Leveraging your own personality and style
- ✓ Increasing your awareness and abilities by evaluating other speakers

- ✓ Integrating audience feedback to fine-tune your delivery

Building Confidence With Practice

- ✓ Effective rehearsal techniques
- ✓ Incorporating audience feedback to improve a presentation
- ✓ Staying within your time limit

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Course Outline

✓ **02 Day Two**

Engaging Your Audience

Delivering Your Presentation

- ✓ Opening dynamically to create a winning first impression
- ✓ Applying your public speaking toolkit

The Speaker As A Visual Aid

- ✓ Directing the audience's natural eye movement
- ✓ Moving dynamically within the presentation space
- ✓ Engaging the entire audience with effective eye contact
- ✓ Synchronizing gestures to the verbal message

Animating Your Speech With Vocal Variety

- ✓ Adding pitch modulation and dynamics
- ✓ Reinforcing points with pauses and silence
- ✓ Reducing verbal distractors

Delivering Memorable Openings And Closings

- ✓ Five opening strategies to spark interest

✓ Motivating the audience with a call to action

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Course Outline

✓ **03 Day Three**

Adding Interactivity To Your Presentations

Drawing The Audience

- ✓ Stimulating participation with preplanned questions
- ✓ Conveying content through topical questions
- ✓ When to ask rhetorical, group, or targeted questions

Handling Questions From The Audience

- ✓ Reward, restate, and respond
- ✓ Keeping your answers short and simple
- ✓ Getting back on track after an unplanned interruption

Managing The Post-talk Q&a Session

- ✓ Pre-empting "hot-button" questions
- ✓ Staying aware of the message you are conveying
- ✓ Priming the pump when there are no questions



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ROOST

Effective Public Speaking

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 5, 2026	Oct. 7, 2026	3 days	3950.00 \$	Turkey , Istanbul
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
June 28, 2027	June 30, 2027	3 days	3250.00 \$	UAE , Dubai
Dec. 13, 2026	Dec. 15, 2026	3 days	3250.00 \$	Morocco , Marakesh

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