



Effective
Human
Intervention
LEADERS IN TRAINING



Effective Public Speaking & Presentation Skills

EHI has been Accredited by MERSETA Accreditation No: 17-QA/ACC/0603/23 | BBBEE LEVEL 2 STATUS

Effective Public Speaking & Presentation Skills

This two-day course is designed to help participants develop and enhance their public speaking and presentation skills. Through a combination of theoretical and practical exercises, participants will learn how to effectively communicate their ideas, thoughts and opinions to a wide audience. Practical exercises include video recordings and debriefing on said videos. The course will cover key topics such as public speaking techniques, speech writing, body language, voice modulation, handling Q&A, and dealing with nerves.

Day 1:

Session 1: Introduction to Public Speaking

- Definition of public speaking
- Importance of public speaking
- Common public speaking fears and how to overcome them
- Understanding your audience

Session 2: Speech Writing

- Identifying your topic and purpose
- Outlining your speech
- Crafting a strong introduction and conclusion
- Using rhetorical devices to make your speech more engaging

Session 3: Body Language and Voice Modulation

- Understanding the role of body language in public speaking
- Techniques for controlling nerves and projecting confidence
- Voice modulation and tone

Session 4: Overcoming Nervousness

- The root causes of nervousness
- Avoiding the “umm”
- They're only human
- Using humor to maximum effect
- Strategies in anticipation of the presentation in order to overcome nervousness

Session 5: Delivering Your Speech

- Using visual aids effectively
- Dealing with distractions
- Tips for connecting with your audience
- Handling stage fright and anxiety

Day 2:

Session 6: Handling Q&A

- Preparing for questions
- Techniques for handling difficult questions
- Using questions to engage your audience

Session 7: Improving Your Presentation Skills

- Using storytelling to enhance your presentations
- Engaging your audience with humor
- Creating memorable presentations

Session 8: Special Types of Presentations

- Presenting to different types of audiences (e.g. technical, non-technical, executive)
- Presenting virtually (e.g. video conferences, webinars)

Session 9: Practice Session

- Participants will have the opportunity to deliver a short speech or presentation and receive feedback from the instructor and their peers.

Conclusion: By the end of this two-day course, participants will have developed their public speaking skills and learned techniques to improve their presentation skills. They will also have the confidence to deliver effective presentations and engage with their audience.

ABOUT YOUR FACILITATOR

Karl von Buddenbrock has trained in the Corporate and Government spheres for 20 years and prior to that, lectured Degree programs at the University of the Witwatersrand. He has three degrees in education and has designed and lectured courses for institutions such as the South African Institute of Civil Engineers, CSIR, PSG, Office of the State President, the Constitutional Court of South Africa, the High Court of South Africa, and the Gauteng Legislature, amongst others.