

EXECUTIVE PUBLIC SPEAKING PROGRAMME (EPSP)

"Powered by Ambition...Supported by Speech"

The ability to speak in public is one of the most significant communication skills. With it we can persuade clients, convince colleagues, voters and motivate staff. But if we can't speak effectively just think of the opportunities we miss. In general the training will function as a tool, which will equip an individual to: Create a good impression to reduce nervousness and speak with a new sense of confidence and to turn speech to conversation.

EPSP makes it possible through very interesting, interactive and practical sessions to bring out the excellent presenter inside you. It will empower you on how to prepare, rehearse and adjust your speech to various audiences and project a truly competent and professional image.

CONTENTS:

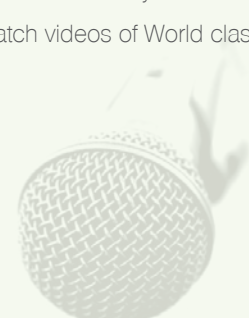
- Mapping Out our potential to become World-class Presenters
- Principles of Public Speaking
- The Speech Communication Process
- Speech Preparation (Getting Started)
- How to select a Topic and Purpose



- How to Conduct Audience Analysis
- Organizing and Outlining a Speech
- Presenting the Speech (Mastering the 3 V's; Verbal, Visual, Vocal)
- Varieties of Public Speaking
- Practical techniques to Deal with Nervousness
- Handling Question and Answer Sessions
- Speech Writing Skills

FEATURES:

- Avoid the six critical mistakes, which trap most speech presenters
- A-step- by step guide to creating and delivering a speech
- Toolkit, techniques and checklist for use in speech writing
- Use humor effectively, what type, when and why
- How to think on your feet and handle tough moments
- Watch videos of World class Public Speakers.



DAY ONE

1. Mapping out our Potential to become World-class Presenters
 - a. Practical steps to creating your inventory of public Speaking strengths and abilities
 - b. Practical presentations by participants which will be Audio-Visually recorded
 - c. Mapping out our potential to become World - Class Presenter
 - d. Creating your inventory of public speaking strengths and abilities
 - e. Overcoming the psychological barriers holding you back
2. Principles and skills of Public Speaking
 - a. The Power of Public Speaking
 - b. Basics of Public Speaking
 - c. Similarities between public speaking and conversation
3. The Speech Communication Process
 - a. The Speaker
 - b. Message, & Channel
 - c. Listener, Feedback/Interference
4. Speech Preparation-Getting Started
 - a. Speech Researching Techniques
 - b. Practical process/checklist for selecting your speech Topic
 - c. Determining the General, specific Purpose of Speech and Framing the Central Idea

DAY TWO

1. Putting the Speech Together
 - a. Organizing and Outlining
 - b. Beginning and Ending,
 - c. Practical Toolkit/Exercise
2. Conducting Audience Research

- a. Analyzing the audience, The psychology of Audiences
- b. Demographic, Situational Analysis
- c. Adapting to your Audience
3. Presenting The Speech
 - a. Mastering the 3 V's (Vocal, Verbal, Visual)
 - b. Using Visual Aids
 - c. Checklist of a good delivery
4. Varieties of Public Speaking
 - a. Guidelines for informative speaking
 - b. Guidelines for Persuasive Speaking
 - c. Speaking on special occasions
 - d. Viewing videos of great speakers

DAY THREE

1. Handling Nervousness
 - a. Practical techniques to handle the fear that speaking in public creates
2. Handling Questions & Answer Sessions
 - a. Turning those dreaded questioning moments into success
3. Practical Presentations
 - a. Presentations & Critiques by participants which will be audio - visually recorded

WHO SHOULD PARTICIPATE...?

Managers involved in making speech presentations
 Team Leaders, Politicians, Any Person involved in Public Speaking Presentations

DATES:

2011

Q-1 | Jan- March
 Jan 12th -14th

Q-2 | April- June

May 25th-27th

Q-3 | July-September
 September 28th-30th

2012

Q-1 | Jan-March

Jan 11th-13th

Q-2 | April- June

May 23rd -25th

Q-3 | July-September
 September 26th -28th

2013

Q-1 | Jan-March

Jan 23rd -25th

Q-2 | April-June

May 29th -31st

Q-3 | July-September
 September 25th -27th

Q-4 | October-December
 December 4th -5th

COURSE DURATION: Three Days

Your Investment

KSHs. 35,000 + VAT