



International Training
Center Paris

TRAINING SCHEDULE

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PUBLIC SPEAKING AND PRESENTATION SKILLS

Overview:

The Public Speaking and Presentation Skills training is designed to equip administrative professionals with the necessary skills to deliver effective and engaging presentations. Participants will learn how to prepare and structure presentations, develop strong delivery techniques, and manage stage fright. They will also explore different methods of presenting and learn how to use visual aids effectively.

Objectives:

- Understand the principles of effective public speaking and presentation
- Develop strong presentation skills, including vocal variety, body language, and eye contact
- Learn how to prepare and structure presentations
- Identify and manage stage fright and other anxieties related to public speaking
- Explore different methods of presenting, including storytelling and audience engagement techniques
- Learn how to use visual aids effectively
- Practice delivering presentations and receive feedback for improvement

Throughout the program, participants will have ample opportunities to practice and receive feedback on their public speaking and presentation skills. By the end of the training, they will have gained the skills and confidence necessary to deliver engaging and impactful presentations in the workplace.

Targeted Groups:

- Executives and leaders
- Sales representatives
- Public relations professionals
- Trainers and educators
- Professionals seeking to enhance public speaking skills

Planning:

Day 1: Principles of Public Speaking

- Introduction to public speaking and its importance
- Key principles of effective public speaking
- Identifying and overcoming common fears and anxieties related to public speaking
- Practice session: Warm-up exercises and introduction speeches

Day 2: Preparation and Structure

- Understanding your audience and their needs
- Planning and preparing your presentation
- Developing a strong opening and closing
- Structuring the content of your presentation
- Practice session: Preparing and structuring a presentation

Day 3: Delivery Techniques

- Developing vocal variety and clarity
- Body language and eye contact
- Managing nervousness and projecting confidence
- Audience engagement techniques
- Practice session: Delivery techniques and audience interaction

Day 4: Visual Aids

- The role of visual aids in presentations

- Designing effective slides and handouts
- Using multimedia tools and technology
- Practice session: Creating and presenting with visual aids

Day 5: Practice and Feedback

- Final presentation practice session
- Peer feedback and critique
- Individual coaching and feedback from the trainer
- Action planning for continued development
- Course review and evaluation