

The Ins And Outs Of Public Speaking And Facilitating



www.daveoakesseminars.com

dave@daveoakesseminars.com

Whether you are a CEO of a Fortune 500 company, a salesman, administrative assistant or account executive you are faced with communication challenges every day.

This program will, help you meet the demands of speaking engagements, board meetings or panel discussions.

This seminar will show you how to, overcome the greatest obstacle in any communication situation: nervousness.

The techniques presented are practical and simple to follow. If you are anticipating giving a talk, this seminar will chart your course toward a successful presentation.

In addition to overcoming nervousness, the program deals with planning your presentation, controlling the environment and the psychology of a great delivery. Acquiring good public speaking skills is critical to professional development.



What You Will Learn

HOW TO HANDLE ANXIETY AND NERVOUSNESS

- 7 steps to help overcome anxiety
- How and why people get nervous
- How to guarantee success
- 4 Things you shouldn't do

ORGANIZING YOUR MATERIAL AND PREPARING YOUR TALK

- 9 steps to preparing a presentation
- How to handle an impromptu presentation
- How to handle different speaking assignments
- How to use "spice" in a speech
- How to rehearse and present yourself to your best advantage
- Learn how to use "Fast Food for The Eyes"
- How to create and effective "open" and "close"

CONTROLLING THE SPEAKING ENVIRONMENT

- 10 important “behind the scenes” steps
- How to avoid bad speaking habits
- How to control different types of distractions
- The Question and answer period
- How to handle the “Testy” troublemaker
- 5 things to consider when giving a break

BE CONFIDENT IN YOUR DELIVERY

- How To Build an audience rapport-the check list
- The importance of proper appearance
- Power body language
- How to improve your vocal quality
- How to control audience involvement
- What about humor?
- The 11 most common mistakes

www.daveoakesseminars.com

dave@daveoakesseminars.com

