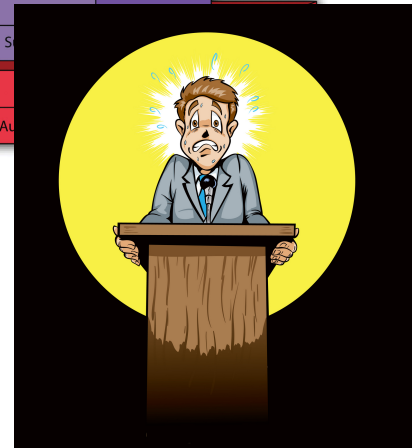
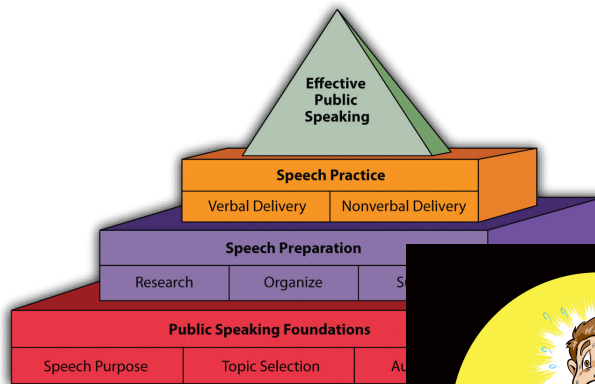


# The Ins And Outs Of Public Speaking



## What You Will Learn In 3 Hours

- Seven steps to overcome anxiety
- How to guarantee speaking success
- Four things you should never do
- 9 steps to develop a good presentation
- How to handle an impromptu presentation
- How to use “spice” in a presentation
- How to create a powerful open and close
- 10 important “behind the scenes” steps
- How to handle distractions
- The question and answer period
- How to handle “trouble makers”
- The importance of appearance and body language

## Learning Objectives

- How to control fear
- How to create and organize a presentation
- How to guarantee success
- How to control the working environment
- How to make a presentation interesting