THE INS AND OUTS OF PUBLIC SPEAKING

Confidence. Clarity. Connection.

Presented by Dave Oakes Seminars

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PART I

SOLUTIONS FOR ANXIETY

Why Do I Feel So Nervous?

Understanding where speaking anxiety comes from—and how to turn nervous energy into confidence.

7 Steps to Help Overcome Nervousness

Practical strategies to reduce anxiety before and during a presentation.

3 Things That Guarantee Success

Simple principles that can dramatically improve your confidence and effectiveness as a speaker.

PART II

HOW TO PLAN A POWERFUL PRESENTATION

The Four Types of Presentations

Understanding the purpose and approach of different presentation styles.

9 Simple Steps to Fabulous Presentations

Learn how to build a presentation that is organized, engaging, memorable, and effective.

Including:

- **The Open** – How to grab your audience's attention immediately
- **The Close** – How to finish with impact
- **The Body** – How to organize and deliver your key points
- **How to Use Humor** – When humor works and when it doesn't
- **How to Make Things Interesting** – Keeping your audience engaged
- **How to Use Visual Aids** – Making visuals work for you rather than against you
- **How to Tailor Your Presentation to the Audience** – Know who you're speaking to
- **How to Rehearse** – Preparing without sounding overly rehearsed

PART III

THE “INS AND OUTS”

Behind the Scenes: 10 Things You Need to Know

What happens before, during, and after a presentation can be just as important as what happens at the podium.

Learn How to Avoid the 6 Bad Habits

Identify the habits that can undermine an otherwise excellent presentation.

How to Handle Distractions

Learn what to do when something unexpected takes your attention—or the audience's attention—away from your presentation.

The Best Way to Handle the Question-and-Answer Period

How to invite questions, respond confidently, stay on topic, and maintain control of the room.

How to Handle the “Testy” Troublemaker

Practical techniques for dealing with challenging, argumentative, or disruptive audience members.

What About Breaks?

Learn how to use breaks effectively to maintain energy, attention, and audience engagement.

Learn What the Audience Knows—Without Being Told

How to read your audience and adjust your presentation based on their reactions, knowledge, and level of interest.

PART IV

BE CONFIDENT IN YOUR DELIVERY

How to Build Rapport With the Audience

Create a connection that makes people want to listen to you.

Appearance

How your appearance contributes to credibility, confidence, and first impressions.

Body Language & Tonality

Understand what you're communicating beyond your words.

How to Improve Vocal Quality

Learn to use your voice more effectively through:

- Voice inflection
- Volume – loud and soft
- Rate of speech
- Pauses and emphasis

“Humor Me!”

Only 5 Jokes in the Entire World

The 11 Most Common Speaking Mistakes

Identify the mistakes speakers make most often—and learn how to avoid them.

The Famous Audience Checklist

A practical checklist for reading and responding to your audience.

ADDITIONAL SKILLS

IMPROMPTU PRESENTATIONS

How to Give an Impromptu Presentation

Learn how to organize your thoughts and confidently speak with little or no preparation.

10, 30 & 60-Minute Presentations

Techniques for adjusting your message, organization, and delivery to fit the time available.

THE ENVIRONMENTAL CHECKLIST

Learn how the room, equipment, seating, lighting, sound, and other environmental factors can affect your presentation.

7 KEYS TO FACILITATING A SUCCESSFUL MEETING

Practical techniques for keeping meetings organized, productive, engaging, and on track.

THE GOAL

Confidence. Clarity. Connection.

The goal of this seminar is not simply to teach you how to speak in front of people. It is to help you become a speaker who can prepare effectively, connect with an audience, handle the unexpected, and deliver a message with confidence.

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