



## **Become a Master Public Speaker**

### **Overview**

Elevate USA's Become a Master Public Speaker training will teach you how to deliver presentations effectively, develop yourself into a confident and competent speaker, and prompt action from an audience.

### **Learning Objectives**

- Learn how to conquer your stage fright and nervousness
- Learn how to organize your thoughts into talking points
- Learn how to use body language to drive home your point
- Learn how to use your voice to deliver the impact of your speech
- Learn how to use the latest technology to enhance your presentation

### **Course Materials**

- Participant workbook
- Presenter slides and outlines
- Case Studies and Media as appropriate
- Role play scenarios
- Post training assessment

### **Room Requirements**

- Speaker for audio input
- Internet access for presenter
- Screen
- Projector (if not ceiling mounted then a table or cart will need to be provided)
- Training room must be able to comfortably accommodate the number of participants plus room to move around for various activities)
- Round tables or pods, small table for presenter's materials, chairs for all participants
- One Flip chart and easel for each round table (for small group work) and markers

## **Additional Requirements**

- Elevate will choose training facilitators whose background and expertise will support the subject matter and goals
- Instructors will use a variety of instructional methods including lecture, group projects, discussion, and role play
- Participants are expected to be actively engaged in the learning process

## **Course Agenda**

### Module 1: Plan a Powerful Presentation

- 8 simple steps to prepare for any presentation
- Ideas for short notice and unplanned talks
- Rehearsal techniques that build confidence
- Creative techniques to pre-call questions with prepared responses
- Where to find stories/quotes
- Professional and warm introductions for other speakers

### Module 2: Speaking Strategies

- Get the audience involved
- Deliver clear messages with sizzle
- Persuasion techniques that get results

### Module 3: The Psychology of a Confident Delivery

- Learn what the pros know
- Give your audience a powerful first impression that lasts
- Have dynamic visual appeal
- Body language do's and don'ts
- Choose the right words and ignite audience interest
- Must do rules for using notes but avoiding looking unnatural and over-rehearsed
- Techniques for answering questions
- Presentation practice

### Module 4: Control the Presentation Environment

- Learn how to deal with any kind of questions
- Use a planning list to make sure everything goes smoothly
- Have a 6-point checklist to discover the facts you must know about the physical arrangement of your speaking environment
- Recognize the "troublemaker" in the crowd
- Discover the right balance for visual aid use

### Module 5: Deal With Anxiety

- Steps to eliminate stage fright
- Strategies to keep mistakes from destroying your confidence
- Techniques for handling stress symptoms while they are happening
- Stress management