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Effective Public Speaking & Presentation Skills Training Seminar

Who Should Attend:

The target audience for this training seminar is managers, supervisors, sales and marketing representatives and anyone who needs to make presentations.

Objectives:

This course provides instruction and experience in preparation and delivery of speeches and presentations. Emphasis is placed on preparation, delivery, and understanding of public speaking and formal presentations in a business environment.

At the end of the training participants will be able to:

- Identify the purpose of the speaking event and use appropriate skills
- Identify your audience and adapt your speech to their interests and needs
- Organize a speech according to the writing process
- Use language and non-verbal communication to maintain audience interest
- Become more confident in public speaking
- Deliver effective speeches and presentations

Content:

- Purpose of the speech or presentation
- Managing your speaking fears
- Speech writing and organization
- Conducting an audience analysis
- Using techniques for gaining and keeping audience attention
- Making your presentations memorable
- Understanding non-verbal messages
- Physical behaviour on the platform
- Speech presentation & evaluation