informatech

COMMUNICATION AND WRITING SKILLS | COURSE

Public Speaking and Presentation Skills: Communicate with Confidence

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Course content

Why Attend

Public speaking and presentation skills are essential for professional and personal success. Whether you're presenting to a small team, speaking at a conference, or pitching to clients, this course will help you overcome anxiety, structure your message, and deliver with confidence. By the end of the course, you'll be equipped to engage, inspire, and influence your audience effectively.

Course Methodology

This course is highly interactive and practical, featuring:

- Lectures : Expert-led sessions on public speaking techniques and best practices.
- Practice Sessions : Opportunities to deliver presentations and receive feedback.
- Role-Playing : Simulated scenarios to practice handling different audience types.
- Video Analysis : Recording and reviewing presentations to identify strengths and areas for improvement.
- Tools and Templates : Access to frameworks and resources for structuring presentations.

Course Objectives

By the end of this course, participants will:

- Overcome public speaking anxiety and build confidence.
- Learn to structure presentations for clarity and impact.
- Develop techniques for engaging and connecting with audiences.
- Master verbal and non-verbal communication skills.
- Handle Q&A sessions and challenging audience interactions with ease.

Target Audience

This course is ideal for:

- Professionals who need to present to clients, colleagues, or stakeholders.

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Target Audience

• Managers and team leaders delivering updates or training sessions.

• Entrepreneurs pitching ideas to investors or partners.

• Students and recent graduates preparing for presentations or interviews.

• Anyone looking to improve their public speaking and presentation skills.

Target Competencies

Participants will develop the following competencies:

• Confidence Building : Overcoming fear and speaking with assurance.

• Message Structuring : Organizing content for clarity and impact.

• Audience Engagement : Connecting with and holding the audience's attention.

• Verbal Communication : Using voice modulation, pacing, and emphasis effectively.

• Non-Verbal Communication : Mastering body language, eye contact, and gestures.

• Handling Q&A : Responding to questions and objections confidently.

Course outline

Day 1: Foundations of Public Speaking

• Introduction to public speaking: Why it matters.

• Understanding and overcoming public speaking anxiety.

• The elements of effective communication: Verbal, non-verbal, and vocal.

• Activity: Icebreaker presentation (1-2 minutes per participant).

Day 2: Structuring Your Presentation

• The importance of a clear structure: Introduction, body, and conclusion.

• Crafting a compelling opening to grab attention.

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• Organizing content logically: Key messages and supporting points.

• Using storytelling to make your presentation memorable.

• Activity: Outlining a short presentation.

Day 3: Engaging Your Audience

• Techniques for connecting with your audience: Eye contact, gestures, and movement.

• Using visual aids effectively (e.g., PowerPoint, slides, props).

• Interactive elements: Questions, polls, and audience participation.

• Handling distractions and maintaining focus.

• Activity: Delivering a 5-minute presentation with visual aids.

Day 4: Mastering Verbal and Non-Verbal Communication

• Voice modulation: Pitch, tone, volume, and pacing.

• The power of pauses and emphasis in delivery.

• Body language: Posture, gestures, and facial expressions.

• Reading and responding to audience cues.

• Activity: Practicing delivery with peer feedback.

Day 5: Handling Q&A and Challenging Situations

• Preparing for Q&A sessions: Anticipating questions and crafting responses.

• Techniques for handling difficult questions and objections.

• Managing challenging audience members and maintaining professionalism.

• Video analysis: Reviewing recorded presentations for improvement.

• Course wrap-up: Key takeaways and action plans for continued growth.

Additional Notes :

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- Each day includes breaks and time for Q&A.
- Participants will receive a workbook with templates, checklists, and resources.
- A certificate of completion will be awarded at the end of the course.

Seminar dates

Available seminar dates

Live dates and pricing for Public Speaking and Presentation Skills: Communicate with Confidence generated from the course details page.

Date	Location	Format	Fee
12 - 16 October 2026	Vienna - Austria	Classroom	**€3,400.-**
9 - 13 November 2026	Barcelona - Spain	Classroom	**€3,080.-**
14 - 18 December 2026	Paris - France	Classroom	**€3,600.-**
18 - 22 January 2027	Geneva - Switzerland	Classroom	**€4,200.-**
15 - 19 February 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
15 - 19 March 2027	Geneva - Switzerland	Classroom	**€4,200.-**
19 - 23 April 2027	Istanbul - Turkey	Classroom	**€2,280.-**
17 - 21 May 2027	Vienna - Austria	Classroom	**€3,400.-**
21 - 25 June 2027	Barcelona - Spain	Classroom	**€3,080.-**
19 - 23 July 2027	Paris - France	Classroom	**€3,600.-**
16 - 20 August 2027	Geneva - Switzerland	Classroom	**€4,200.-**
20 - 24 September 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
18 - 22 October 2027	Geneva - Switzerland	Classroom	**€4,200.-**
15 - 19 November 2027	Istanbul - Turkey	Classroom	**€2,280.-**
20 - 24 December 2027	Vienna - Austria	Classroom	**€3,400.-**

Live online option	Online delivery is available at €1,850.-.