Public Speaking and Presentation Skills Training Course

22 – 26 March 2027
Lisbon (Portugal)



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Introduction

In the world of business and leadership, mastering Public Speaking and Presentation Skills is essential for effective communication and impactful influence. Whether you are delivering a business proposal, leading a team meeting, or speaking at a conference, effective presentation skills are crucial for delivering your message with clarity and confidence.

This presentation skills course is designed to empower participants with the confidence, techniques, and strategies needed to deliver engaging and persuasive presentations. From overcoming stage fright to mastering the art of storytelling, participants will learn how to communicate their message with conviction, ensuring every presentation is both memorable and impactful.

Course Objectives

By the end of this public speaking and presentation skills training, participants will be able to:

- Understand the fundamentals of public speaking and effective presentation skills.
- Develop confidence and reduce anxiety when speaking in front of an audience.
- Structure presentations logically and engagingly to capture attention.
- Master body language, vocal delivery, and visual aids to enhance communication.
- Handle audience questions and unexpected challenges with confidence and poise.

Course Outlines

Day 1: Introduction to Public Speaking and Overcoming Fear

- What is public speaking? — Understanding its definition and importance in professional settings.
- Why is public speaking important? — Exploring its impact on career growth and leadership.
- Identifying common fears of public speaking and strategies to overcome stage fright.
- Techniques to build self-confidence and reduce anxiety during presentations.
- Understanding your audience: Tailoring your message for maximum impact.
- Practical public speaking exercises: Self-assessment and mock speaking sessions.



Day 2: Crafting Powerful Presentations

- The 3 P's of Presentation Skills: Prepare, Practice, Perform.
- Structuring your presentation: Opening, Body, and Conclusion.
- Techniques for creating engaging introductions and strong closings.
- Storytelling as a tool for impactful communication.
- Using persuasive techniques to influence your audience effectively.
- Business presentation skills: Crafting messages that resonate in corporate environments.
- Understanding the importance of presentation skills in professional settings.

Day 3: Mastering Delivery Techniques

- Body language: Understanding the power of posture, gestures, and eye contact.
- Vocal variety: Enhancing your speech with tone, pitch, volume, and pace.
- Managing visual aids effectively Slides, Charts, Infographics to support your message.
- Handling stage presence: Mastering movement, positioning, and audience engagement.
- Practical session: Delivering a short presentation and receiving constructive feedback.
- Understanding presentation skills definition and how it relates to effective communication.

Day 4: Engaging the Audience and Handling Challenges

- Techniques for engaging the audience and maintaining their interest.
- Handling difficult questions and managing disruptions with confidence.
- Turning objections into opportunities for clarity and stronger arguments.
- Building rapport and creating a connection with the audience.
- Group activities: Role-playing challenging public speaking scenarios.
- Learning how to practise public speaking for continuous improvement.

Day 5: Final Presentation and Feedback

- Preparing for the final presentation: Structuring and rehearsing for success.
- Delivering a full presentation to the group, applying the learned techniques.
- Receiving constructive feedback on strengths and areas for improvement.
- Analyzing performance and setting goals for continued improvement.
- Wrap-up and Q&A session for clarification and enhancement of public speaking skills.
- Understanding methods of speaking in public and best practices for impactful delivery.



Why Attend this Course: Wins & Losses!

- Master effective public speaking skills to communicate with confidence in any setting.
- Learn how to improve your presentation skills to captivate and persuade any audience.
- Develop the ability to handle challenging questions and unexpected scenarios with confidence.
- Enhance your professional image and leadership presence with powerful speaking techniques.
- Understand the importance of presentation skills in business and leadership.
- Gain hands-on experience through public speaking practice and presentation skills training.
- Learn public speaking techniques to engage your audience and maintain their interest.
- Build business presentation skills for impactful communication in corporate settings.

Conclusion

Mastering Public Speaking and Presentation Skills is a game-changer in professional development. This course empowers participants with the confidence and techniques needed to deliver engaging, persuasive, and impactful presentations.

Through hands-on exercises and expert guidance, participants will leave with the skills to influence audiences, communicate ideas clearly, and lead with confidence. Understanding the principles of public speaking and developing effective presentation skills will not only enhance personal growth but also drive professional success in any field.

