

# aractech

Global Learning for Operational Leaders



COMMUNICATION AND WRITING SKILLS

## Public Speaking and Presentation Skills: Communicate with Confidence

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# Course content

## Why Attend

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

- 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

- 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.
- Managers and team leaders delivering updates or training sessions.
- Entrepreneurs pitching ideas to investors or partners.

# Course outline

## Detailed course outline

Day-by-day outline for Public Speaking and Presentation Skills: Communicate with Confidence.

### 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.
- 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.

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### 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 :

# 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
15 - 19 June 2026	Munich	Classroom	€2,415
20 - 24 July 2026	Amsterdam	Classroom	€2,975
3 - 7 August 2026	London	Classroom	€2,940
7 - 11 September 2026	Istanbul	Classroom	€1,995
12 - 16 October 2026	Vienna	Classroom	€2,975
9 - 13 November 2026	Barcelona	Classroom	€2,695
14 - 18 December 2026	Paris	Classroom	€3,150

**Live online option**

Online delivery is available at €1,250.