



*Training Course:  
Public Speaking & Presentation Skills for  
Leaders*

*4 - 8 November 2024  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Public Speaking & Presentation Skills for Leaders

Training Course code: MA234567 From: 4 - 8 November 2024 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction

Did you know there is a secret language of leadership that determines who reaches the top in politics and business? This course sets out the techniques that you can use to speak like a leader. Public speaking is required in almost every business role, but a variety of factors cause many professionals to struggle when talking in front of an audience. Attend this Public Speaking & Presentation Skills training course and learn to present with confidence!

### Course Objectives:

1. Speak publicly in a convincing, confident, and concise style
2. Deliver dynamic and effective presentations
3. Employ a method to create materials that support a compelling speech
4. Build audience rapport through eye contact, vocal delivery, and body language
5. Sharpen your public speaking skills by integrating feedback

### Target Audience:

- Executives
- Partners
- Associates
- Business development teams
- Sales staff
- Entrepreneurs/business owners
- Professional Speakers
- Experts
- Authors
- Analysts
- Nonprofit leaders

### Course outlines:

#### Day 1 Speak Like a Leader

##### Six Rhetorical Devices by Lancaster

- Breathless x3
- Repetition x3
- Balance x3
- Metaphor
- Exaggeration
- Rhyme

#### Day 2 Prepare for success

- Write according to the laws of attractions
- Secrets to Commanding Attention and Getting Results
- How to speak effectively and win over the audience
- Prepare your script and rhetoric
- Techniques to impress your audience

#### Day 3 Designing a professional presentation

- The 5 key elements
- Problem: what problem?
- PowerPoint Its uses and flaws
- Other methods of presenting

#### Day 4 Delivering a presentation that has an impact

- Posture
- Legs and feet
- Arms and hands
- Gestures
- Delivering without notes or props
- Use of the voice
- Facial expressions
- The words used

#### Day 5 Overcoming anxiety when presenting

- Planning and preparation
- Rehearsal
- Top tips for calming nerves
- Visualizing success

#### Think fast and talk smart

- 8 secrets from Speak Like a CEO
- Practice 15-minute sessions



## Registration form on the Training Course: Public Speaking & Presentation Skills for Leaders

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.