*Training Course:*

*The Complete Course on Public Speaking and Presentation Skills*

*12 - 16 May 2025*
*London (UK)*
*Landmark Office Space - Oxford Street*

## Training Course:
## The Complete Course on Public Speaking and Presentation Skills

Training Course code: PS235429  From: 12 - 16 May 2025  Venue: London (UK) - Landmark Office Space - Oxford Street
Training Course Fees: 5500  Euro

## Introduction:

Welcome to "The Complete Course on Public Speaking and Presentation Skills," a meticulously crafted program designed to transform participants into confident and effective public speakers. Public speaking is a vital skill in today's world, where clear and impactful communication can set you apart in both professional and personal spheres. This course is tailored to equip you with the essential techniques, tools, and strategies to engage, inform, and inspire your audience.

Throughout the course, you will embark on a journey of self-discovery and skill enhancement. We will begin by exploring the foundations of public speaking, including understanding the importance of effective communication and analyzing the qualities that make a speaker memorable. You will learn to manage speech anxiety, harness your natural speaking style, and develop a commanding presence.

We will delve into the intricacies of planning and structuring your presentations, ensuring your message is clear, organized, and compelling. You will discover the secrets of verbal and non-verbal communication, mastering the use of your voice and body language to convey confidence and authority. The course will also cover the utilization of visual aids and technology, teaching you how to enhance your presentations with impactful visuals and multimedia elements.

Each day, you will engage in practical exercises, receive constructive feedback, and have the opportunity to apply what you have learned in a supportive environment. By the end of this course, you will possess the skills and confidence to deliver powerful presentations that leave a lasting impression on your audience.

## Target Audience:

- Business professionals

- Educators and trainers

- Students

- Public officials

- Anyone interested in improving their public speaking and presentation skills

## Objectives:

By the end of this course, participants will:

1. Understand the fundamentals of effective public speaking and presentation.

2. Develop strategies to manage speech anxiety and build confidence.

3. Learn to structure and organize presentations for maximum impact.

4. Enhance verbal and non-verbal communication skills.

5. Master the use of visual aids and technology in presentations.

6. Gain experience through practical exercises and feedback.

## Outlines:

### Day 1:

### Introduction to Public Speaking

- Welcome and course overview

- Importance of public speaking

- Analyzing great speeches

- Identifying personal speaking goals

- Introduction to speech anxiety and confidence-building techniques

### Day 2:

### Planning and Structuring Your Presentation

- Understanding your audience

- Crafting your message: purpose, main points, and supporting evidence

- Organizing your presentation: introduction, body, and conclusion

- Developing a clear and engaging structure

- Tips for creating effective outlines and scripts

### Day 3:

### Verbal and Non-Verbal Communication

- The power of voice: tone, pitch, pace, and volume

- Articulation and pronunciation exercises

- Body language: gestures, posture, and facial expressions

- Eye contact and audience engagement

- Managing nervous habits and maintaining composure

## Day 4:

## Using Visual Aids and Technology

- Designing impactful visual aids slides, charts, videos

- Best practices for using presentation software e.g., PowerPoint, Keynote

- Integrating multimedia elements smoothly

- Handling technical issues during presentations

- Practice sessions with visual aids

## Day 5:

## Practice and Feedback

- Delivering a prepared presentation

- Peer and instructor feedback

- Identifying strengths and areas for improvement

- Techniques for continuous improvement

- Course review and Q&A

- Certificate of completion distribution

# Registration form on the Training Course:
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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. |