

PRESENTING & SPEAKING WITH CONFIDENCE



Length: 2 Days (8:30 – 16:30)

ABOUT THIS TRAINING

This course will empower you with the skills to speak in front of others more confidently, delivering your message with impact and professionalism. Leave this course with some tricks of the trade so that you are able to engage any audience.

WHO SHOULD ATTEND

Suitable for all levels of staff in the organisation, particularly helpful for those who don't speak English as a first language.

WHAT WILL I LEARN?

- Speak to groups more confidently and professionally
- Plan and prepare presentations more effectively
- Keep the audiences attention and gain audience acceptance of your message
- Ways in which body language can improve your communication
- How to modulate your voice, and articulate clearly for maximum impact

COURSE OUTLINE

Module 1: Voice

- Identifying elements of voice
- Articulation: clarity
- Modulation:
 - linking words for smoother speech flow
 - intonation patterns, pitch and rhythm

Module 2: Building your Confidence

- Speaking in front of small and large groups
- Controlling your nerves and relaxing to ease anxiety
- Clarifying how you wish to portray yourself

Module 3: Preparing your presentation

- How do I know what my audience needs?
- Preparing your content and delivery notes
- Practicing your delivery and timing

Module 4: Delivering the message

- Evaluating your own body language and image
- Positive language and appropriate gestures to use while presenting
- Projecting your voice and showing enthusiasm
- Connecting with the audience
- Interacting with the audience
- Influence and credibility
- Using effective visual aids

Module 5: Watching yourself in action



Pricing

WHAT'S INCLUDED:

- A trainer who is a subject matter expert
- A comprehensive learner guide packed with practical tips (PDF for virtual / printed for face-to-face training)
- Digital certificate of attendance
- Post-training Trainer Report

WHAT THE CLIENT WILL PROVIDE:

Option1: Virtual Instructor Led Training	Option 2: Face-to-Face Training
<ul style="list-style-type: none"> • Fast, reliable internet connection • Computer / laptop for each participant - capable of using the meeting software (Zoom or Microsoft teams) and fitted with a microphone and camera • Printing facilities - should the delegates wish to print their course material before the training 	<ul style="list-style-type: none"> • The training venue, refreshments, and meals for the delegates and the trainer • All audio-visual equipment: data projector, flipchart/whiteboard and pens • Pen and paper for the delegates • Trainer's air or road travel (@R 3.50 pkm) expenses and accommodation for training further than Johannesburg or Pretoria.

PRICING TABLE 2 DAY TRAINING COURSE:

Number of Delegates	Price per delegate for 2 Day Training Course (excl. VAT)	Total cost per group based on the number of people attending (excl. VAT)
4	R 6 510	R26 040
5	R 5 208	R26 040
6	R 4 340	R26 040
7	R 3 802	R26 614
8	R 3 396	R27 168
9	R 3 080	R27 720
10	R 2 832	R28 320
11	R 2 606	R28 666
12	R 2 454	R29 448
13	R 2 308	R30 004
14	R 2 184	R30 576
15	R 2 076	R31 140
16	R 1 980	R31 680
17	R 1 900	R32 300
18	R 1 826	R32 868
19	R 1 760	R33 440
20	R 1 700	R34 000

*Terms & Conditions Apply. Prices change depending on number of delegates trained. Please request a formal quotation.