

## **Power Speaking**

### **One day-course**

This course teaches you how to prepare, plan and present all types of oral communication. You will learn to overcome weaknesses in your speaking and how to apply specific solutions to correct them.

#### **The Agenda**

##### **Speaking skills**

A guide to public speaking—what to do and what not to do. Learn how to prepare a talk that will ensure success. Learn how to overcome the 6 major speaking faults.

##### **Beat the butterflies**

Several methods to calm that knotted pre-speech feeling.

##### **Exercises for your voice**

Simple exercises to improve diction and to enable the person in the back row to hear you.

##### **How to prepare a talk with impact**

Learn the general principles of speech writing and the specific principles which make a good speech great. How do you prepare visuals?

##### **Learn about...**

Innovative beginnings

Impact laden endings

Non-boring middles

Use of humour

What to say

Learn how to decide what is required and what can be left out.

Easy steps to preparation.

##### **Organising the information**

Learn techniques that will help you organise your information to meet audience needs. Prepare easy-to-follow notes.

##### **How to handle questions**

Learn what to do when you cannot answer a question. Also learn how to handle difficult people. How can you tell when you have lost the audience?

##### **What you need to know about the venue**

What is available, how big is the room, is there a data show or LCD panel, is there a microphone and much more.

Prevent the possibility of disaster before it happens.

##### **Be at ease when you speak**

##### **Really sell to your audience**

##### **Stay in control**

##### **Deliver with style**

**There will be interactive sessions throughout the day, based on real examples.**

**This enables attendees to immediately put into context the concepts covered in the course.**

**With the course you get a substantial manual with full text for all topics; this enables the manual to be used as a reference.**

#### **About Jill**

Jill Nicholson is an experienced technical and business communicator who lectured for many years at the University of Technology, Sydney. She now presents technical and business communication courses to Government Departments and to the private sector in Australia, New Zealand, the USA, and Singapore; and writes and edits a variety of documents for business clients.

Jill has presented courses at the University of California at Santa Clara, the Colorado School of Mines, the University of Western Sydney, Ngee Ann Polytechnic in Singapore, and the University of Technology, Sydney. She often presents workshops at the Society for Technical Communication (USA) and the ASTC (NSW) annual conferences, and for the Australian Medical Writers Association.

Most of Jill's training work is now done for corporate clients.

Jill is a former President of the ASTC (NSW) and the Australia Chapter of the STC.

Formal education includes an MSc(Hons), a Graduate Diploma in Economics, and a Diploma in Advanced Technical Writing (USA).