The Art of Presenting & Public Speaking

The Art of Presenting & Public Speaking is an online course within our **Professional Development Skills** series. At the **Civil Service College**, we tailor our courses to each attendee's role and organisations, ensuring that each delegate gets the most out of the training. Our courses and trainers are continuously updated and evaluated to ensure that we are always delivering the best service possible.
.

Please find below more information indicating the aims, our training approaches and a sample of the structure of the programme *Great Performance in Public Presentations.*

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilized:

- **Presentations:** presentations will be used in order to provide the background of each subject and create discussion and questions.

- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest

- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness

- **Group work:** group work will be used in order to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants

Sample programme

10.00 **Welcome and introductions**

- Aims and learning objectives

- Participants aims and experience

Session 1 **What type of communicator do you want to be?**

- How to think about and define the type of communicator you want to be

- Developing your brand as a communicator

Session 2 **Creating content that connects**

- Understanding your audience

- Exercises 1 and 2

- The audience journey

Break

Session 3 **Developing your argument**

- Articulating your argument

- Exercise 3

Session 4 **Creating content**

- Compiling and structuring your content

- Exercise 4

Lunch

Session 5 **Something to remember**

- Making your presentation memorable

Session 6   Presenting you

- Exercise 5

Session 7   Slideology

- Presenting information crisply and clearly

Refreshment break

Session 8   Learning from the best

- Video analysis of great communicators

Session 9   Bringing your story to life

- Body language
- Preparing for performance
- Exercise 6

Wrap up and feedback

16:00   Close