

Public Speaking

According to a 1973 survey by the Sunday Times of London, 41% of people list public speaking as their biggest fear. For- get small spaces, darkness, and spiders, standing up in front of a crowd and talking is far more terrifying for most people. Through this workshop your participants will become more confident and relaxed in front of an audience which will trans- late into a successful speaking event. However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career. The Public Speaking workshop will give participants some basic public speaking skills, including indepth information on developing an engaging program and delivering their presentation with power.even law suits.

Course Outline

- Identifying Your Audience
- Creating a Basic Outline
- Organizing the Program
- Fleshing It Out
- Putting It All Together
- Being Prepared
- Overcoming Nervousness
- Delivering Your Speech

Who Should Attend

Middle to high level staff such as:

- Administrators
- Managers
- Team Leaders
- Supervisors

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Identify the audience
- Create a basic outline
- Organize the ideas
- Flesh out the presentation
- Find the right words
- Prepare all the details
- Overcome nervousness
- Deliver a polished, professional speech
- Handle questions and comments effectively

Course Duration

The standard duration of this course is 12 contact hours.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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