



PresentPerfect



PresentPerfect™

*Effective Public
Speaking*



PresentPerfect™ is designed to meet your need for perfect public speaking. Each time. Every time. When you participate in a PresentPerfect™ course you acquire the fundamental skills of effective speaking. You will learn the techniques involved in:

- Planning, preparing and rehearsing your speeches.
- Knowing, understanding and engaging your audience.
- Overcoming your anxiety and boosting confidence.
- Getting your message across.
- Using your voice and appearance for best effect.
- Using rhetorical techniques for impact.
- Motivating your audience – achieving your goals.

PresentPerfect™ gives you the necessary skills for more effective and confident public speaking. With teaching, practice and discussion you will acquire the skills for confident public speaking in this interactive and hands-on course.

TIME TO MARKET

Quatro House
Lyon Way, Frimley Road
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GU16 7ER

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training@timetomarket.co.uk
<http://www.timetomarket.co.uk>

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Course Outline

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Time	Session
0900	Introduction
	Speaking Exercises
	Understanding Audience Behaviour
	Managing Anxiety, Boosting Confidence
1100	Tea and Coffee
	Public Speaking Exercises
	Engaging an Audience
	Exercises
	Getting Your Message Across
1300	Lunch
1330	Using the Voice
	Motivating Your Audience
	Time Planning
	Preparing Questions and Answers
1700	Conclusion and Final Learning Points