

# Public Speaking Skills

## Overall Objective

Enable participants to **develop confidence, clarity and impact** when speaking in public, whether in meetings, formal presentations or spontaneous interventions.

## Training Programme

### Day 1 – Public Speaking Fundamentals

#### Morning

- Welcome and programme overview
- Identification of individual participant objectives
- Understanding stage fright and performance anxiety
- Breathing, relaxation and grounding techniques
- Fundamentals of oral communication: voice, articulation, pace and use of silence

#### Afternoon

- Structuring a message: three-step method, storytelling and pitching
- Adapting speech to the audience
- Practical exercises: filmed mini-presentations and group debriefings

### Day 2 – Confidence and Impact

#### Morning

- Non-verbal communication: posture, gestures, eye contact, use of space
- Managing interactions: difficult questions, objections and unexpected situations
- Practical workshops: impromptu speaking exercises

#### Afternoon

- Using visual aids without losing audience attention
- Building a complete presentation
- Final filmed presentation with individual feedback
- Wrap-up, feedback and personal action plan

## Training Methodology

- Combination of **theoretical input and hands-on practice**
- Filmed exercises to enhance self-awareness
- Role-plays, simulations and group workshops
- **Individualised and constructive feedback**

## Assessment Methods

- Self-assessment at the beginning and end of the training
- Ongoing formative assessment during exercises
- Final assessment through a filmed public speaking exercise

## Target Audience

Managers, employees, sales professionals, project leaders and anyone wishing to strengthen their public speaking skills.

## Prerequisites

No prerequisites required. Motivation and willingness to actively participate.

## Accessibility

Training accessible to people with disabilities, subject to a prior consultation in order to adapt training conditions if necessary.

## Practical Information

- **Duration:** 14 hours – 2 days
- **Schedule:** 9:00 am – 12:30 pm | 1:30 pm – 5:00 pm
- **Location:** On-site, in-company training (adaptable)
- **Indicative fee :** 3650 euros per 12 participants

## Expected Outcomes

At the end of the training, participants will be able to:

- Structure clear and impactful messages
- Manage stress and emotions before and during public speaking
- Use voice, posture and eye contact effectively
- Capture and maintain audience attention
- Adapt their speech to different audiences and contexts
- Use visual aids in a relevant and engaging way

Update 23/01/2026