

# Public Speaking –Speaking Under Pressure



Speaking under pressure, or thinking on your feet, is based on being able to quickly organise your thoughts, and then to convey them meaningfully to your audience to modify their attitudes or behaviour. It applies to formal speeches as well as everyday business situations. It requires presence of mind, goal orientation, adaptation, and judgment. It also requires differentiating between oral and written communications.

This **two day workshop** has been designed for those who are in positions where they must speak in front of audiences that are hostile or demanding. This material is also suitable for those who are relatively new speakers who want some encouragement to speak up in meetings or who want some training before they begin making presentations on behalf of the organisation.

This course is aimed at improving your skills and learning some new techniques which will give you the persuasive edge when you are making a presentation, fielding difficult questions, or presenting complex information.

## How You Will Benefit

### At the end of the workshop you will be able to:

- Quick and easy preparation methods – whether you have one minute or one week to prepare
- What you can do to prepare for questions before you know what those questions will be
- How you can overcome the nerves that you may have when speaking in front of a group, particularly if the group is not sympathetic to what you have to say
- Presentation techniques that establish your credibility and get people on your side

### What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

## What You Will Cover

- Getting started
- Planning your presentation
- Force field analysis
- Understanding your audience
- Controlling your jitters
- Making your listener hear you
- Key themes and key sentences
- A plan to structure ideas
- Organisation methods
- Our body language
- Beginnings and endings
- Expanding a basic plan
- Practice presentations

**YES! Enrol me now!**  
**REGISTRATION FORM**  
**Speaking Under Pressure**

Participant's name: _____	Position: _____
Organisation: _____	
Work Address: _____	
Phone: _____	Email: _____
Credit card type: <b>MasterCard / Visa Only</b>	
Name on card: _____	Amount: _____
Credit Card Number _____	Expiry Date _____
Signature _____	

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