



CGTCPubSpeak101: Public Speaking Workshop

Course Length: 16 hours

Course Description: The Public Speaking Workshop is designed to help participants become more confident and relaxed in front of an audience, which will translate into success at speaking events. The workshop will explore basic public speaking skills, in-depth information on developing an engaging program, and delivering their presentation with effectively.

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Module Two: Identifying Your Audience

- Perform a Needs Analysis
- Create an Audience Profile
- Identify Key Questions and Concerns
- Module Two: Case Study

Module Three: Creating a Basic Outline

- Outlining the Situation
- Identifying the Task That Had to be Performed
- Listing the Actions you Took
- Revealing the Results
- Module Three: Case Study

Module Four: Organizing the Program

- Making Organization Easy
- Organizational Methods
- Classifying and Categorizing
- Module Four: Case Study

Module Five: Fleshing it Out

- Identifying Appropriate Sources
- Establishing Credibility
- Importance of Citations
- Module Five: Case Study



Module Six: Putting it All Together

- Writing Your Presentation
- Adding a Plan B
- Reviewing, Editing, and Rewriting
- Module Six: Case Study

Module Seven: Being Prepared

- Checking Out the Venue
- Gathering Materials
- A 24-Hour Checklist
- Module Seven: Case Study

Module Eight: Overcoming Nervousness

- A Visit from the Boss
- Preparing Mentally
- Physical Relaxation Techniques
- Appearing Confident in Front of the Crowd
- Module Eight: Case Study

Module Nine: Delivering Your Speech (Part 1)

- Starting Off on the Right Foot
- Using Visual Aids
- Changing the Volume of Your Voice
- Module Nine: Case Study

Module Ten: Delivering Your Speech (Part 2)

- Adjusting on the Fly
- Gauging Whether Breaks are Required
- Wrapping Up and Winding Down
- Module Ten: Case Study

Module Eleven: Questions and Answers

- Ground Rules
- Answering Questions That Sound Like an Attack
- Dealing with Complex Questions
- Module Eleven: Case Study