



Workshop on Advanced Public Speaking and Presentation Skills

February 19 – 23, 2024, 1st Run: Lagos & Port Harcourt

August 19 – 23, 2024, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

Also Available for In-plant Training

500 U\$D for foreign
Participants

Program overview:

Public speaking is the process or act of performing a speech to a live audience. It is commonly understood as formal, face-to-face interaction where an individual speaks to a group of listeners.

In public speaking, the information conveyed is purposeful and meant to inform, influence or entertain a group of listeners. Public speaking is a key skill that can be utilized in a variety of contexts. It enables people to convey what you want to say in a clear and engaging manner.

However, for some people, public speaking can be dreadful; the idea of standing up in front of people can be terrifying. For other people, it might be that they're not sure on how to engage the audience.

This program is designed to assist participants to explore the tools and techniques required to overcome nerve issues, and develop and deliver unique and memorable speeches.

Public speaking dates back centuries, yet still remains one of the most important skills we can acquire in modern times.

For whom:

This program is designed for anyone who would want to develop their public speaking skills. Managers regularly required speaking in a professional setting, sales professionals who make presentations, or anyone who would like to be more confident addressing and interacting with others will benefit from this program.

Learning objectives:

At the end of this program, participants will be able to;

- explain the need to deliver impressive presentations;
- prepare and deliver an effective presentation;
- use body language and voice tone to become an engaging presenter;
- structure of each part of a presentation process to meet the audience expectations;
- confidently handle questions during presentation;
- use visual aids that are appropriate and supportive during presentation;
- control nerves positively when speaking so as to reduce anxiety; and
- demonstrate practically all they have learnt in the class for immediate on the job practice.

Course outline:

Day 1: The Successful Presenter: Overview

- How to be a Successful Presenter
- Clarity, structure, Revision
- The essentials of successful presentation
- The Paradox of Public Speaking
- Introduction to Body Language and Feedback
- Self-evaluation techniques

Day 2: Preparing for a Successful Presentation

- Presentation: The Best Practice
- Who is a successful Presenter?
- Who are your audience?
- How to keep your audience focused: What do they want to know?
- How to research for subject information
- How to structure your thoughts?

Day 3: Preparing Handout and Slides for Effective Presentation

- Why use Slides?
- Why handouts and not Slides?
- How to make the perfect slide show?
- Advanced Slide Creation
- Revising your Presentation
- How to use data and visuals?
- How to be persuasive?

Day 4: Presentation Practice and Revision

- Practicing how to be convincing
- Overcoming Fear and anxiety
- Dressing for success
- Boosting your credibility
- Handling questions
- Key point overview
- Building transitions

Day 5: Presentation Delivery

- Delivering with Passion
- Beginning with Impact
 - Breathing effectively
- Holding Attention
 - Volume, speed, and pitch
- Building Rapport
- Handling Questions
 - Using notes effectively
- Projection, Pitch, Rate and Gesture
 - How to use space well?

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor,
23, Acme Road, Ogba, Industrial Scheme,
Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05,
E. Ekukinam Street, Utako District, Abuja

3 – Pakiri Hotel Ltd, 4 Okwuruola Street, off Stadium Road,
Port Harcourt, Rivers, Rivers

Open Course Fee: N250, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT – N18, 750.

Note: this covers Workshop Fee, Tea/coffee break, Lunch,
course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name:

Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

Enquiry/Booking, Contact: 234-8051365946, 234-7087578814

24/7 Lines: 2348029170491, 234-8068933608, 234-8145745664,
234-9112830607

Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.