

# Public Speaking and Presentation Skills Training

**Course Duration: 08 Hours**

**Course Code: PSPST**

## 1. Course Overview

Public Speaking and Presentation Skills Training is designed to help individuals communicate confidently and effectively in professional and personal settings. This course focuses on overcoming stage fear, improving verbal and non-verbal communication, and delivering impactful presentations. Participants will learn practical techniques to engage audiences, structure content, and present ideas with clarity and confidence.

## 2. What You'll Learn

- Build confidence in public speaking
- Overcome stage fear and nervousness
- Structure and deliver powerful presentations
- Improve body language and voice modulation
- Engage and influence your audience
- Use storytelling techniques in presentations
- Handle Q&A sessions effectively
- Create visually appealing presentation slides

## 3. Target Audience

- Working professionals
- Students and fresh graduates
- Team leaders and managers
- Sales and marketing professionals
- Trainers and educators

- Anyone looking to improve communication skills

## 4. Pre-Requisites

- Basic understanding of communication
- Willingness to participate in speaking activities
- No prior public speaking experience required

## 5. Course Content

### **Module 1: Introduction to Public Speaking**

- Importance of communication skills
- Types of public speaking

### **Module 2: Overcoming Fear & Building Confidence**

- Stage fear management techniques
- Confidence-building exercises

### **Module 3: Communication Fundamentals**

- Verbal and non-verbal communication
- Voice tone, pitch, and clarity

### **Module 4: Presentation Skills**

- Structuring a presentation (Introduction, Body, Conclusion)
- Creating impactful content

### **Module 5: Body Language & Delivery**

- Gestures, posture, and eye contact
- Audience engagement techniques

### **Module 6: Visual Aids & Tools**

- Effective use of PowerPoint

- Designing professional slides

### **Module 7: Storytelling & Persuasion**

- Storytelling techniques
- Persuasive speaking skills

### **Module 8: Handling Q&A & Feedback**

- Managing audience questions
- Receiving and implementing feedback

### **Module 9: Practice Sessions**

- Live presentations
- Peer and trainer feedback

