

„Presentation and self-presentation during public speaking”

Course description:

The training self-presentation is divided into two phases: the first concerns the preparation of a presentation or self-presentation, and the second – how to carry it out. Participants of this training learn how to minimize stage fright, how to choose the proper clothes and how to behave appropriately to the place, the type of presentation and audience expectations. In addition, the training program of self-presentation provides learning speeches composition, trainees gain the ability how to focus and keep the audience attention. The important issues are body language, voice modulation, the use of rhetorical tricks, effective and efficient speech ending. Welcome to the training.

Acquired skills:

- ability to present our views publicly
- reducing stage fright effectively
- dealing with difficult questions in a better way
- ability to use the techniques which are useful for creating image of a person during self-presentation
- improving persuasive skills

Training program:

1. Verbal communication, what to say and how to say

- plan of speech
- content of presentation
- choice of words
- arrangement of words
- appropriate presentation of the facts
- developing the ability to use the examples
- matching the content and way of speaking to the presentation and the type of audience
- practicing the proper style of speaking during the presentation:
 - using the appropriate grammatical forms

- o using the concepts and terms
 - o error analysis and correction of language habits
 - o linguistic mannerisms
- practicing the ability to use our own emotions, creating dramaturgy of speech

2. Non-verbal communication (body language), how to make the recipients listen to us and like us

we are working on:

- body posture
- way of moving
- tone and strength of voice, (diction, voice modulation and voice emission practice)
- gesticulations
- pace of speech
- eye contact control
- guidance on the design: dress code attributes, hairstyles, etc.
- work on maintaining proper face expression

3. Preparing the part of visual presentation

- titles, slogans, charts, diagrams, drawings
- proper usage of:
 - o colour
 - o the size and type of font
 - o graphic elements
 - o composition rules
 - o content selection for the visual part of presentation
- using a variety of techniques and media presentation

4. Contact with the audience

- how to prepare for the questions coming from the audience
- contact with recipients in relation with:
 - o the size and type of audience and speech circumstances
 - o dealing with troublesome audience
 - o the basic techniques of persuasion, what to do and to say to convince the audience

5. Dealing with stage fright during speeches

- individual techniques selection needed to deal with stage fright, depending on the stimulus causing tension
- relaxation exercises just before the speech
- elements of relaxation training that help in dealing with prolonged stress

6. Analysis of the participants' strengths and the areas which should be worked on**7. Creating individual development plans for each participant*****Methodology:***

During the training we use the following training methods:

- comparing good and bad presentations
- mini lectures - Power Point presentations
- working with the video camera and analysis of the obtained information
- analysis of autopresentation training video films
- group work
- individual work
- using feedback

Organizational information:

Number of training hours: 12 hours / 2days

Time of training 9:15-15:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings