COURSE SYLLABUS

Public Speaking and Presentation Mastery for Government Leaders (Self-Paced)

Presentation skills for government leaders focus on organizing information, communicating with clarity, and adapting messages for diverse audiences in high-stakes settings. This topic covers presentation frameworks, delivery techniques, audience engagement, and strategies for briefings, town halls, and Q&A sessions.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/public-speaking-and-presentation-mastery-for-government-leaders-self-paced



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Course Outline

Module 1: The Government Speaking Landscape

- Briefings, town halls, hearings, and media moments
- What audiences want from a government speaker
- Self-assessment: Your current speaking strengths and gaps

Module 2: Planning and Structuring the Talk

- Defining the one thing the audience must take away
- Openings, transitions, and memorable closes
- Activity: Outline a 10-minute briefing

Module 3: Slides, Visuals, and Handouts

- Slide design principles for government content
- When not to use slides at all
- Building a one-page leave behind

Module 4: Delivery and Presence

- Voice, pacing, and intentional pauses
- Body language, eye contact, and managing nerves
- Recording and reviewing your own delivery

Module 5: Q&A and High-Pressure Moments

- Bridging, blocking, and honest "I don't know" responses

- Hostile, leading, and hard to answer questions
- Activity: Q&A simulation prep

Module 6: Capstone — Your Signature Presentation

- Capstone Activity: Record and refine a 5-minute talk
- Closing: Your personal preparation checklist