

Speaking with Confidence Course (Self-Paced)

Build confidence in public speaking with expert coaching, audience analysis, and effective presentation techniques.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/speaking-with-confidence-course-self-paced>



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Course Outline

Module 1: Take Aim

- Identify personal presentation strengths and areas for improvement
- Explore various purposes, audiences, and delivery methods
- Increase awareness of effective presentation behaviors
- Complete a self-assessment of current presentation style

Module 2: Create a Clear Organized Message

- Define objectives tailored to your audience
- Structure presentations with strong openings, middles, and conclusions
- Use transitions and prepare for questions or objections
- Create speaking notes using outlines or mind maps

Module 3: Deliver Your Message Persuasively

- Use voice, eye contact, body language, and pacing for impact
- Improve clarity, energy, and enthusiasm in speech
- Identify and model strong delivery techniques

Module 4: Use Visuals to Communicate

- Identify effective visual tools: slides, handouts, charts, and whiteboards
- Design visuals for clarity, readability, and engagement
- Incorporate visuals smoothly into live presentations

Module 5: Speak Confidently

- Manage presentation anxiety and nervousness
- Handle audience questions with professionalism
- Use relaxation techniques to reduce stage fright

- Respond effectively to hostile or challenging situations

Module 6: Panel Participation

- Prepare to contribute meaningfully as a panelist
- Adapt delivery to panel formats and dynamics
- Engage the audience and other panelists with energy and focus