COURSE SYLLABUS

Speaking with Confidence Course (Self-Paced)

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

> 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/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