COURSE SYLLABUS

Speaking with Confidence Course

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



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Course Outline

Module 1: Take Aim

- Identify personal presentation strengths and areas for improvement
- 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
- Organize so audience easily follows
- Use transitions and prepare for questions or objections
- Summarize key points at conclusion
- Create speaking notes using outlines or mind maps
- Identify and avoid the 10 most common presentation mistakes

Module 3: Deliver Your Message Persuasively

- Identify strengths and weaknesses
- Use voice, eye contact, body language, and pacing for impact
- Improve clarity, energy, and enthusiasm in speech
- Identify and model strong delivery techniques exhibited by other participants and the instructor

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 and confidence

- Use relaxation techniques to reduce stage fright
- Respond effectively to hostile or challenging situations
- Practice 8 real-world hostile-audience scenarios with solution strategies
- Manage the speaking environment and any special challenges

Module 6: Panel Participation

- Prepare to contribute meaningfully as a panelist
- Engage the audience and other panelists with energy and focus
- Respond to panel questions with confidence