

PUBLIC SPEAKING

Nervous of speaking in public? Afraid to talk at meetings or dread the next business presentation?

This course, given by an award-winning Toastmaster, will teach you how to prepare, structure and deliver excellent presentations and speak-off-the-cuff. Suitable for personal development as well as wedding speech preparation or any form of public speaking,

The following is a broad overview of the course content followed by more detailed class plans:

Course content:

- Confidence building exercises
- Handling nerves
- Impromptu speaking exercises
- Learn how to *craft* a speech
- - Generating great ideas
 - Knowing your message
 - Organising your structure
- Learn how to *deliver* a speech
 - Project your voice
 - Using body language
 - Using the stage
- Deliver prepared speeches
- Evaluate peers and get group feedback

ABOUT THE TUTOR

Fiona O'Meara has won many speech contests and came second in the All Ireland and UK Toastmasters Humorous Speech Contest finals in 2014. She has a first Class Honours degree in European Studies, French and Spanish and a first class honours Higher Diploma in Business from UCD Smurfit School of Business. As VPPR of Vox Populi Toastmasters club she promoted the brand, mentored new members, facilitated workshops and gives regular speeches. She has performed with two comedy Improv groups, The 'Provcats and Idle Banter, in various clubs in Dublin.

Her greatest achievement by far has been walking again after being bed-bound for years with illness. This made her an expert in the art of failing, succeeding and overcoming fear. She greatly understands just how debilitating speaking anxiety can be.

Check out Fiona's facebook page <https://www.facebook.com/beheard.ie/>

Private coaching is also available at fiona@beheard.ie

SAMPLE CLASS OUTLINES WEEKS 1-10 (Subject to change)

CLASS ONE

- Introduction and course objectives 5 mins
- Confidence building exercises 15 mins
- Warm ups and Improv games 25 minutes
- Off-the-cuff speaking 30 minutes
- Video clips of two speeches showing the difference between reading a speech and 'speaking' it 15 minutes

CLASS TWO

- Confidence building exercises 10 mins
- Warm ups and Improv games 20 minutes
- Off-the-cuff speaking 30 minutes
- Showing ways how to generate good ideas for speeches including mind-mapping techniques 30 minutes

CLASS THREE

- Confidence building exercises 10 mins
- Warm ups and Improv games 15 minutes
- Off-the-cuff speaking 25 minutes
- Knowing your purpose - talking about how important it is to have a central message and stick to it. Showing how to do this. 25 minutes
- Tips on memory 15 minutes

CLASS FOUR

- Confidence building exercises 10 minutes
- Outlining the importance of structuring a speech in a way that brings home your central point and is easy to follow. 20 minutes
- What to put in the beginning, middle and end using examples from a real speech. Balancing logic and emotion. 35 minutes
- Exercises on doing this in the class 25 minutes

CLASS FIVE

- Review of last week's work 10 minutes
- Confidence building exercises 10 mins
- Warm ups and Improv games 10 minutes
- Off-the-cuff speaking 30 minutes
- Presentation on how to handle nerves 30

CLASS SIX

- Confidence building exercises 5 mins
- Warm ups and Improv games 10 minutes
- Four/five students give 5 minute speeches each followed by my evaluations. Students may be asked to evaluate their peers giving positive feedback only on slips of paper 45/55 minutes
- Off the cuff speaking 10/20 minutes

CLASS SEVEN

- Voice projection exercises 25 minutes
- Four/five students give 5 minute speeches each followed by my evaluations 65 minutes

CLASS EIGHT

- Tips on delivery and exercises 25 minutes
- Four/five students give 5 minute speeches each followed by my evaluations 65 minutes

CLASS NINE

- Off the cuff speaking 20 minutes
- Four/five students give 5 minute speeches each followed by my evaluations 70 minutes

CLASS TEN

- Warm ups and Improv games 10 minutes
- Four/five students give 5 minute speeches each followed by my evaluations 70 minutes
- Students asked to fill out feedback forms 3 minutes
- Quick overview and good byes 7 minutes