



# Public Speaking Workshop

According to a 1973 survey by the Sunday Times of London, 41% of people list public speaking as their biggest fear. Forget small spaces, darkness, and spiders, standing up in front of a crowd and talking is far more terrifying for most people. Through this workshop your participants will become more confident and relaxed in front of an audience which will translate into a successful speaking event.

However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career. The Public Speaking workshop will give participants some basic public speaking skills, including in-depth information on developing an engaging program and delivering their presentation with power.

## Workshop Objectives:

- Identify their audience
- Create a basic outline
- Organize their ideas
- Flesh out their presentation
- Find the right words
- Prepare all the details
- Overcome nervousness
- Deliver a polished, professional speech
- Handle questions and comments effectively

For more information or to reserve your spot in this workshop, please contact:

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## CLASS CONTENT

### **Session One: Getting Started**

Workshop Objectives  
Pre-Assignment Review

### **Session Two: Identifying Your Audience**

Performing a Needs Analysis  
Creating an Audience Profile  
Identifying Key Questions and Concerns

### **Session Three: Creating a Basic Outline**

Outlining the Situation  
Identifying the Task That Had to Be Performed  
Listing the Actions You Took  
Revealing the Results

### **Session Four: Organizing the Program**

Making Organization Easy  
Organizational Methods  
Classifying and Categorizing

### **Session Five: Fleshing It Out**

Identifying Appropriate Sources  
Establishing Credibility  
The Importance of Citations

### **Session Six: Putting It All Together**

Writing Your Presentation  
Adding a Plan B  
Reviewing, Editing, and Rewriting

### **Session Seven: Being Prepared**

Checking Out the Venue  
Gathering Materials  
A 24 Hour Checklist

### **Session Eight: Overcoming Nervousness**

A Visit from the Boss  
Preparing Mentally  
Physical Relaxation Techniques  
Appearing Confident in Front of the Crowd

### **Session Nine: Delivering Your Speech (I)**

Starting Off on the Right Foot  
Using Visual Aids  
Checking the Volume of Your Voice

### **Session Ten: Delivering Your Speech (II)**

Adjusting on the Fly  
Gauging Whether Breaks Are Required  
Wrapping Up and Winding Down

### **Session Eleven: Questions and Answers**

Ground Rules  
Answering Questions That Sound Like an Attack  
Dealing with Complex Questions

### **Session Twelve: Wrapping Up**

Words from the Wise