

The Stage is set for YOU



An Insight into Public Speaking and Communication

Course presented by-
Ms Titir Sharma

Learning Objectives

Learners	Description of Objectives
<ul style="list-style-type: none">• Students(UG/Grads/PG)• Homemakers• Job Seekers• Entrepreneurs• Sales managers• Event Managers• Customer Service Associates	<ul style="list-style-type: none">• Students will be able to establish competency in communication skills related to their areas• Students will be able to represent the messages in multiple formats.• Students will be able to execute their competency in critical thinking• Students will be able to demonstrate clarity of thought process• Students will be able to demonstrate competency in interpersonal interactions in public• Students will be able to demonstrate an understanding of the importance of free expression• Students will be able to demonstrate competency in effective communication with various stakeholders, clients, customers• Students will be able to articulate themselves to further arenas and growth in business and other spheres

Module Content

Topics	Lessons	Schedule
Telling a Story with your speech	<ol style="list-style-type: none"> 1. What is the need for Public Speaking 2. Communication process- extrovert and introvert process 3. Casual Conversation VS Public Speaking 4. Types of speech 5. Success stories to build up the atmosphere 	Week 1
Listening for a cause-gathering inputs	<ol style="list-style-type: none"> 1. Stages of Listening 2. How to become a good listener 	Week 1
Selecting the Environment to deliver the speech	<ol style="list-style-type: none"> 1. Selecting the target audience 2. Informal and formal methods of communication 3. Building the trust 4. Free flow of speech and confidence 	Week 1
Body Language and Gestures	<ol style="list-style-type: none"> 1. Setting the stage 2. Gestures in body language 3. The body language exercise 	Week 2
All about the Speech Delivery	<ol style="list-style-type: none"> 1. Types of Speech 2. Modulations-Voice 3. Nasal Sounds and Base sounds, tongue twisters 4. Process of speech delivery 5. Similar but Different sounding words 	Week 2

Situation Specific Contents

Topics	Lessons	Schedule
Approaching the Personal Interview in Jobs	<ol style="list-style-type: none"> 1. Sound Smart and Clear in thoughts 2. Talking too much 3. 10 Effective speaking tips 	Week 3
Speaking at a Group Discussion Forum	<ol style="list-style-type: none"> 1. Types of GD 2. Speaking with a content 3. Introduction and Conclusion speeches in a GD 4. 10 Effective speaking tips 	Week 3
Speech Delivery at a Client Presentation/ Forum	<ol style="list-style-type: none"> 1. Set the speaking area 2. Spark curiosity with your speech 3. Rehearsals VS Impromptu Speaking 4. Logistics and Ergonomics 5. Jargons and its usage 6. 10 Effective speech delivery tips 	Week 3
Speaking to Impact Customer Service and contact centers	<ol style="list-style-type: none"> 1. Voice and Accent 2. Volume, Speed, and Breathing 3. 10 Effective speaking 	Week 3
Public Speaking at a Glance	How to Impress and Express simultaneously	Week 3

Training /Coaching Materials

Topics	Materials Used
Telling a Story with your speech	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)
Listening for a cause-gathering inputs	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)
Selecting the Environment to deliver the speech	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)
Body Language and Gestures	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)
All about the Speech Delivery	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)
Approaching the Personal Interview in Jobs	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)
Speaking at a Group Discussion Forum	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)
Speech Delivery at a Client Presentation/ Forum	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)
Speaking to Impact Customer Service and contact centers	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)
Public Speaking at a Glance	Video, Slides, Presentation (Online/ Face to Face/Skype/Recorded Message)/ Handout Prints Downloadable

Assessment Sheet (Training Assessment)

Date: _____

Title and location of training:

Trainer: _____

Items to evaluate	Like it	Loving it	Neutral	Not my Type	Trash
The Training Objective matched with my objectives and goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The topics in the lessons were appropriate to my needs and relevant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The content organized was easy to follow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Material distributed / downloadable was helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trainers knowledge about the subject was thorough	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time allotted for the training was sufficient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>