

# Public Speaking

## Expression techniques and discourse management

- The way one **expresses orally** reveals instantly the strengths and the weaknesses of one's thoughts, of one's reasoning... The first contact between two people is generally oral and therefore determines largely how the relationship will develop.

Most people consider **speech** as a natural competence: some have a natural talent which others don't have! The way a talk is organised follows some rules, whose efficiency has been demonstrated.

- ALM's training courses will give you an awareness of the overall mechanisms related to oral expression. They will improve **talk strategies** (planning, introduction, development, thought, conclusion), **speaking in public** (voice, body language, attitude) and **listening**. They will offer the ability to find and adopt the appropriate attitude when speaking in public in different conditions. They will meet the needs related to oral expression in professional situations.

### Objectives

- Learning the mechanisms of oral expression.
- Dealing with speech control and discourse coherence.
- Achieving speech harmony on every occasion.
- Feeling comfortable during interviews and confrontations.
- Learning how to manage a discussion, handle a meeting, express an opinion, and take part in a conversation...

**Programme** - Individual assessment and programme.

- Practical exercises, in-situation: formal public speaking (communication, press conference...), institutional public speaking (short speech, presentation...) or freer public speaking (conversation...).
- Individual and group exercises: role-play games, simulation...

### Conditions

- Groups of 5 to 15 people (personal coaching optional).
- On-site.
- Use of Video (cam recorder).

## - SPEAKING IN PUBLIC

3 days

This training course is organised in two sessions and deals with all the elements to be taken into consideration in order to appear professional when speaking in public. The two sessions can be done separately; however it is advisable to do them in the presented order.

### - **GETTING TO KNOW ONESELF and ONE'S IMAGE**

With a special focus on the speaker, this module deals with the problems of stress, personal image, self positioning.... It establishes the trainees' capacities to **express** themselves orally.

#### - Objectives :

- . Analysing one's image
- . Valuing personal skills
- . Choosing ways of expression (words, body language, breathing, style...)

#### - Content :

- . Exposing everyone to its own voice and its own image,
- . Presenting, by the means of exercises, the coherence between both,
- . Learning positive habits,
- . Take one's image into consideration,

### - **THE SPEAKER AND ITS AUDIENCE**

The second level deals more specifically with speaking in public efficiently, and with finding adequate connection between the speaker's objectives and the **effects** produced upon the audience.

#### - Objectives :

- . Developing communication skills and capacity to speak.

#### - Content :

- . Knowing verbal and non-verbal aspects of oral expression.
- . Taking the audience into consideration.
- . Becoming self-assured, strong and accurate.

**Tutors** - In-company trainers / Actors / Communication specialists.

Please don't hesitate to communicate each of your expectations.