

Speak to Succeed - Public Speaking and Building Professional Relationships Workshop

Through developing and perfecting their communicating and presenting skills, the students will be better prepared for the working environment in their future. Moreover, it will also allow them higher chances to get the jobs or internships which they aim for. They will perform better at presenting not only themselves and their skills and will be more representative as alumni of their universities.

During the session, students will learn the following:

- *What makes a good speech*
- *Analyse into detail important aspects of high quality presentation*
- *Receive numerous tips and tricks on how to improve their presentation skills*
- *Learn how to prepare better*
- *Understand how to cope with the fear of audience and public*
- *Discuss and conclude what a good professional relationship consists of*
- *How to approach and build a relationship with different types of people in the workplace*
- *Have the opportunity to put the new skills into practice through an exercise*

Agenda:

Introduction - Why it's important and analysing what makes a good speech

Main Part - Covering into detail the following topics in relation to preparing and delivering a good speech:

- ✓ Tone - how to adjust and control the tone
- ✓ Speed - what is a suitable speed and how to achieve it
- ✓ Vocabulary - building the vocabulary in relation to your speech
- ✓ Body language - importance of it and what can be done about it
- ✓ Clarity and Purpose - how to convey ideas in a steady manner and stick to the purpose
- ✓ Conciseness - how much is too much?
- ✓ Personal touch/fun/emotion - why this will make or break a presentation
- ✓ Facing the public and dealing with fear - providing applicable advice
- ✓ Preparation tips! - providing applicable advice
- ✓ Covering all the main elements and steps which are required to establish a strong professional relationship

Conclusion/closure: Surprise/exercise where volunteers are asked to present a certain item or topics by implementing what we previously talked about