

Polished Public Speaking: Authentic Presence and Credible Messages

Core skills developed

 Decision making & judgement

 Productivity & personal effectiveness

 Leading self & others

 Digital literacy & tool confidence

 Effective communication

 Adaptability & learning agility

 Relationship & stakeholder management

 Emotional intelligence (EQ)

 Analytical thinking & problem solving

Benefits

Talks that connect, inform and persuade

In an era where anyone can generate a script with a single prompt, the true professional differentiator is the person behind the words. Your ability to stand behind a message with sincerity and poise is what transforms a standard briefing into a moment of real influence. This course helps you deliver talks that connect with audiences and support organisational goals with genuine authority.

You will learn to prepare content with purpose, leveraging AI tools for research while ensuring the final delivery remains uniquely yours. By mastering the emotional intelligence needed to stay steady under pressure, you will leave equipped to handle high-stakes speaking situations with clarity, composure and a reliable professional presence.

 Participants will elevate their professional influence and build lasting trust by speaking with an authentic authority that technology cannot replicate

 Stakeholders will process key messages faster and trust information more readily, leading to more confident and efficient decision-making.

 Your organisation will build trust and stronger support for its priorities through the consistent delivery of credible and authentic messages.

Modules

1. Public speaking essentials

- Reviewing existing performance in briefings and speeches to identify growth areas
- Mastering techniques for an immediate and impactful opening

Competency: Assess personal speaking performance against professional standards to set targeted growth goals.

2. Positioning presentations for the audience

- Researching and selecting high-value content that aligns with your objectives
- Distilling complex ideas into clear and accessible spoken communication

Competency: Synthesise relevant ideas into a purposeful message that resonates with the specific audience and context.

3. Helping audiences follow your thinking

- Using speech frameworks to ensure your content is easy for listeners to follow
- Creating memorable bookends with effective openings and closings

Competency: Build a cohesive structure for a talk or speech that captures and maintains audience focus and interest throughout.

4. Sounding natural and engaging when speaking

- Refining written drafts to ensure they sound conversational and authentic
- Using verbal cues to keep listeners tuned in and focused on the message

Competency: Adapt language into a conversational and engaging style that helps audiences stay attentive and connected.

5. Staying composed under pressure in talks and speeches

- Recognising physiological stress triggers to prevent reactive responses
- Practising self-regulation tools for staying calm and focused under fire

Competency: Apply practical techniques to manage nerves and maintain composure when delivering talks and speeches

6. Delivering talks and speeches with presence and control

- Using vocal variety and purposeful pausing to reinforce the message
- Synchronising body language and words for professional intent and credibility

Competency: Synchronise words, vocal delivery and non-verbal cues to reinforce your credibility and professional intent.

7. Navigating the unexpected

- Thinking on your feet during unscripted contributions and briefings
- Managing challenging questions and impromptu moments with poise

Competency: Respond with clarity and composure during unscripted moments, including impromptu talks and challenging questions.

8. The public speaking clinic

- Benchmarking final performance against professional best practices
- Mapping out specific milestones for ongoing presence development

Competency: Develop a practical action plan to achieve long-term consistency and growth in professional speaking situations.

Outcomes

★ Shape spoken content with a clear purpose and authentic style that captures audience attention from the start.

★ Use voice and body language with intention to deliver talks that feel natural, easy to follow and credible.

★ Handle impromptu moments and audience questions with composure, using practical techniques to manage nerves and stay focused.