

Soft-Train



*At Soft-Train
Technology Works*

Oral Presentations (2 Days)

COURSE GOAL: To learn better public speaking techniques to help give remarkable oral presentations.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Be Comfortable with Your Own Voice
- Establishing Dialogs
- Utilize Your Creativity
- Achieve High Objectives
- Handle Special Situations
- Speak Fearlessly

KEY TOPICS:

I. Introduction

- A. “Why Are You Here?”
- B. Fear and the Famous
- C. Fear and the Real You
- D. A Fear Inventory
- E. What I Teach and Why

II. The Five Fears

- A. Career Terror
- B. Perfectionism
- C. Panic
- D. Avoidance
- E. Trauma

III. Let’s Get Started

- A. Doing the Work
- B. How to Use this Book
- C. How to Be You Own Coach
- D. How to Organize a Self-Help Workshop
- E. Tool’s You’ll Need

IV. Step One: Experience Your Voice

- A. How James Earl Jones Found His Voice
- B. How Do You Really Feel About Your Voice?
- C. Where Your Sound Comes From
- D. The Relaxation Response
- E. Savor Good Sound
- F. Your Voice and the Real You
- G. Looking Ahead

V. Step Two: Get a Response and Structure your Thoughts

- A. Eight Ways to Get a Response
- B. Structuring Your Thoughts
- C. Planning Your Remarks: Start in the Middle
- D. Your Turn

VI. Step Three: Establish a Dialogue

- A. "Let the Church Say 'Amen'!"
- B. Breaking Down the Fourth Wall
- C. You Dialogue Daily
- D. How to Plan Dialogue
- E. Who's Listening

VII. Step Four: Tap Your Creativity

- A. The Wide World of Creativity
- B. Your Creative Resources
- C. Start with Your Senses
- D. The Fearless Speakers Creative Tools

VIII. Step Five: Learn to Persuade

- A. The Fearless Speaker's Heart Connection
- B. Who's Listening

IX. Step Six: Achieve Your Higher Objective

- A. What Matters To You
- B. Career Terror and You
- C. How to Achieve *Your* Objective and the Boss's Objective

X. Step Seven: Give the Gift of Your Conviction

- A. Lee Strasberg's Method and the Real You
- B. The Private Moment
- C. How to Find and Use Your Private Moment

- D. Affective Memory
- E. The Unexpected Private Moment

XI. The Seven Steps in Action

- A. Three Compelling Examples of Fearless Speaking

XII. Special Situations

- A. Meetings, Panel Discussions, and Recruitment
- B. Introductions, Toasts, Roasts, Awards
- C. Job and Media Interviews
- D. Eulogies

XIII. The First Aid Kit and the Emergency Kit

- A. The First Aid Kit
- B. One- To Six-Hour Preparation

XIV. Be a Fearless Speaker Every Day

- A. Tom Pursues New Venues within His Career
- B. Debbie Stays Active Even While Out of Work