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***Public Speaking Workshop Outline - Master Presentations (1 or two day depending on # of participants - additional participants require more performance time) in classroom or Zoom Conference***

- 1. Public Speaking Anxiety** – How to reduce nervousness and anxiety speaking in front of groups. Feeling in control while performing. (Exercise) - practice
- 2. The Talk of Introduction** – Participants will deliver and practice/ partner - inst comments - This is one of the two videos done at the beginning of workshop that the students will watch – Will serve as a gauge and benchmark of progress. Learn Simple Techniques that will Reduce Nervousness speaking in front of groups. Learn how to give short speech less than one minute. (Practice and Deliver Exercise)
- 3. Memory and tips Exercise** - Learn valuable public speaking tips and exclusive memory techniques that will help reduce nervousness that result from “drawing blanks” while you are speaking.
- 4. The Power of Stories** – How to build rapport and connect with your audience, build credibility and present evidence to support and substantiate your points. (Participants practice and deliver)
- 5. The Persuasive Speech** — Learning the formula to Win People to Your Way of Thinking (a 3 step process to persuade). Participants will Practice w/ partner – Learn that adding evidence (Proof) to Your Presentation. Learn how to win people to your way of Thinking . Design complex presentations quickly. Will learn how to Design and deliver an effective presentation using a unique formula. of complex presentations. Becoming more clear and concise. Participants will deliver and practice w/ partner
- 6. Learning Personality Temperaments** – Learning how to connect with audiences of all personality types. Knowing the four major personality types Knowing your personality type – strengths and weaknesses. (Exercise Participation)
- 7. Impromptu Speaking and recovering from broken of lost speech** – Learning that we speak in impromptu situations on a daily basis and that we are often called on to perform on the spot without notice. (Practice and deliver exercise)
- 8. Learning how to implement and Integrate enthusiasm into presentations** – Using enthusiasm as a contagious means to engage your audience. (Exercise deliver)

**9. Gestures and Movement, Body language** – Learning how to gesture, where and what to do with hands and how to be poised and in control without feeling uncomfortable. How people can influence and impress audience by simply using good gesture and hand control. (Exercise deliver)

**10. The Talk to Inform** - All the above leads and contributes to the development of final presentation – The final development of a effective and persuasive presentation –The participants will be working on developing a master presentation that will be illustrated with a well designed title(solution) and a few major points to back up the presentation and how to summarize (close) the presentation. The participants will deliver the 6 minute presentation and deliver – This will be videoed and sent to the participants for future reference (Practice, Exercise, Deliver)

**Summary of Workshop-** This step by step process has proven successful in that it works by constantly engaging the participants. There will many sections of learning, practicing and delivering as to reinforce the all learned material in the one day workshop. By the end of the workshop the participants will have a noticeable change and attitude and aptitude in their ability to speak in public. The participants will be timed in their exercises throughout the workshop to learn how to gauge the length of their presentations

### **Testimonials**

*I was seeking executive presentation skills to manage nervousness and tension. I had many years of experience in conducting presentations (i.e. large groups, small groups, facilitator, focus groups, department chair person, executive committees, etc.)– except, I had not participated in international conferences or trade conferences, and the idea of it made me so nervous that I had not accepted invitations to participate. This year, I had decided it was time to break from this. I met Steven Staszak for one-on-one full-day coaching on executive presentation skills. After this session with him, I felt much more at ease and had the skills to manage how I felt to the point that I actually enjoyed participating! As testament to the effectiveness of his coaching, after a team presentation to one of our major clients, the president of our division said I was the best presenter in the room! He said I looked comfortable presenting, showed passion, and was very effective in engaging others. Receiving this unsolicited feedback was well-worth the investment. I highly recommend Steven to anyone who has the commitment to finding their best presentation style and managing nervousness.*

**Name withheld for privacy Director of Business Development Merge Healthcare, an IBM Company**

*I enjoyed the class and took a lot from it. I have all my materials sitting right next to me at my desk already to take on my presentation when it comes up... nervousness and all! Again thank you for send the videos these are very helpful in the learning process. The great success of our class is a tribute to you! Keep of the good work and clearly love to do .Thank you, **Name withheld for privacy Sr Marketing Specialist, OBTM & Contracts***