

# Public speaking skills for professionals

Sharpen your public speaking skills and present with confidence

MODALITY  
100% online  
training action

## Goals

- Speak confidently to any type of audience
- Learn how to prepare for a specific speech (for a meeting, presentation, interview, etc.)
- Learn how to improvise in both formal and informal situations (networking sessions, coffee breaks, meetings, etc.)
- Work on expressing yourself concisely, clearly and efficiently so you can save time and avoid misunderstandings

## Highlights

- Fun, practical, online exercises will help you improve your skills quickly.
- Complete a personalized assessment to measure how much you have improved your soft skills.
- A course leader who is an expert in placing public speaking in the wider context of other useful soft skills.
- Techniques to improve your diction, eloquence, and self-confidence.

 Estimated time: 12h

 Sessions: contact-us at +33 1 85 08 92 75

## Programme

### PART 1

#### Prepare and practice before an upcoming speech

- Learn the most effective ways of structuring a speech to help your brain assimilate information more effectively.
- Speak to different parts of the brain using emotion and reason.
- Move on from text and notes: Learn to speak without reading from your text.
- Discover ways to evaluate your performance, so you can progress.
- Discover an expert's tips on how to give an unforgettable speech.

#### Activities

- Prepare and film yourself giving a speech so you can observe and analyze your progress.

### PART 2

#### Increase your responsiveness and thinking speed

- Discover how to take on the characteristics of influential speech-makers.
- Learn ways of dealing with your emotions to prevent them from affecting your performance.
- Discover techniques for reacting more quickly and expressing yourself more authentically.
- Find the courage to step out of your comfort zone and feel confident in any circumstances.
- Receive expert advice on how to work on your responsiveness and thinking speed.

#### Activities

- Provide and receive feedback on recorded speeches

### PART 3

#### Enhance your leadership skills and become a better communicator

- Discover the art of effective evaluation and constructive feedback.
- Mental self-protection: Learn to keep your cool in the face of nonconstructive feedback.
- Work on speaking concisely to increase your impact and encourage action.
- Focus on expressing yourself simply and clearly.
- Receive an expert's view on how to speak authentically and positively, in public.

#### Activities

- Provide feedback on others' speeches.

### PART 4

#### Develop your own communication style

- Discover the role of para-verbal communication: the role of the voice and vocal techniques.
- Discover the role of non-verbal communication: the impact of body language and posture on your message.
- Learn about the characteristics of verbal communication styles.
- Draw up a training program to help you improve your verbal communication.
- Discover how you can inspire others.

#### Activities

- Set up a workshop to share your public speaking knowledge with others.

### Audience

Anyone wishing to communicate more effectively in their daily lives.

### Prerequisites

No prerequisite is necessary to take part in this training.

**Modalités d'évaluation :** un questionnaire est proposé à la fin de chaque module, ainsi qu'un examen final à l'issue de la formation.

Last updated in May 2026.