



ACUITY TRAINING LTD

Confident Communication

Confident Communication - 1 Day

Course Overview

Nerves are a natural part of the process of speaking in public but in situations we find stressful, it can feel like they take over.

To fully get your message across you need to be able to express yourself with confidence in any situation whether it's delivering a sales pitch, a presentation or just getting your point across in a meeting.

Course Objectives

Delegates will complete this one day workshop having practiced a presentation, pitch or conversation so that they feel more confident tackling the actual situation when they return to work.

Delegates will learn how to prepare themselves, how others receive and process information and how to structure what they have to say for maximum impact. They will leave the workshop with a plan of action for a specific situation as well as for improving their spoken communication in general.

This workshop is ideal for those people who dread the thought of speaking in public, delivering a presentation or expressing their thoughts and ideas in meetings. It is also a great starting point for moving onto our other presentation skills courses.

Course Topics

- Understanding your message
- Knowing your audience
- Organising your material or ideas
- Preparing yourself
- Building confidence
- Dealing with difficult people or situations
- Delivering your message