

Karlsruhe Institute of Technology

Public speaking training

DAY 1 – MORNING

Quick introduction (5 min)

- welcoming participants
- who I am

Principles of the 2 days program (10 min)

- learning by doing (combination of 20% theory and 80% theater exercises)
- be daring (how to let go of the inner censor)

Ice-Breaker (5 min)

- participants in a circle – one by one they give their name to the group with a precise gesture until we create a short choreography together

First Public Speaking exercise (1h45)

- one by one, each participants has 5 minutes to tell the group about a personal anecdote related to public speaking.
- individual feedback is given to each participants to help him identify his strenghts and weaknesses as a speaker (body language, posture, gestures, eye contact)

Basics of Public Speaking (1h)

- fundamentals (how to start, where to look, how to stand, content & form)
- relationship with the audience (dialogue, mirror effect)
- how to gain confidence

DAY 1 – AFTERNOON

How to start a speech (30 min)

- the importance of warming-up (« bah » exercise, rituals)
- how to build a captivating introduction
- Monotony, the number 1 enemy of public speaking ("Boredom was born a day of uniformity")

Public Speaking toolkit (20 min)

- voice (volume, speech, delivery, range, respirations, silences)
- body (gestures, facial expressions, movements, posture, gaze)

The voice, a major tool for public speaking (40 min)

- how to warm up the voice
- how to use the voice effectively (volume, speed, intonation)
- diction : learn to enunciate to have more impact

Emotions (40 min)

- how to use emotions

Second Public Speaking exercise (1h20)

- putting the concepts we learned into practice
- feedback

Conclusion & tasks (5 min)

- task for the next day : to prepare 2 - 3 slides of a professional presentation

DAY 2 – MORNING

Quick Warm-up (10 min)

- voice
- 'build an orchestra' exercise

Posture exercise (15 min)

- understanding the posture / how to stand
- how the right posture can help us handle stressful situations

Building the speech (25 min)

- types of plan
- the ability to transfer an idea in the listener's mind
- how to prepare for questions

Life Positions & transactional analysis (20 min)

- becoming aware of our own behaviors

Silences (30 min)

- understanding the pause
- becoming comfortable with silences/pauses (exercise)

Public Speaking exercise (1h20)

- work on their presentation : see how participants incorporate what we learned in a professional context.
- feedback

DAY 2 – AFTERNOON

Ice-Breaker (30 min)

- energy games
- the concept of daring

Improv' exercises (2h20)

- challenging each participant, using an exercise adapted to what he specifically needs to work on
- feedback

Conclusion & end of the day (10 min)

NECESSARY EQUIPMENT

- a **spacious room** with tables and chairs that can be moved easily to the side when we need more space for the group exercises. If there is a room with a « stage », it could be good as well (but not mandatory)
- a **flip chart** and a **marker pen** to write the key concepts
- a **PowerPoint projector** (for the 2nd day only)
- an organization chart with **names & photographs** of the participants, (if possible - so I can learn their names before the training)