



# WINNING PRESENTATIONS & PUBLIC SPEAKING

## CURRICULUM & COURSE SCHEDULE

### PART 1: BUSINESS PRESENTATIONS

#### SESSION 1: EFFECTIVENESS OF SLIDES OFTEN IGNORED (PART 1)

How to make slides  
Effective use of titles and sub-topics  
Fonts, Style, and much more

**SESSION EXERCISE:** Live session on Presentation slides

#### SESSION 2: EFFECTIVENESS OF SLIDES OFTEN IGNORED (PART 2)

Learning from experience and mistakes

#### SESSION 3: STUDY OF IMPACTFUL SPEAKERS WITH A UNIQUE LENS

Business Speakers  
News Readers  
Celebrities

#### SESSION 4: STRUCTURE OF THE PRESENTATION

How many slides  
What kind of slides

#### SESSION 5: FINAL TOUCHES TO MAKE SLIDES MAGICAL

Colour  
Content  
Closing

## **PART 2: PUBLIC SPEAKING**

**SESSION 6:**      **INTRODUCTION TO THE HIDDEN WORLD OF SPEAKING**  
What are the secrets of body language?

**SESSION 7:**      **OUR TONE MATTERS**

**SESSION 8:**      **ARE THERE ANY RULES OF PUBLIC SPEAKING?**  
Content  
Value  
Relevance

**SESSION 9:**      **EFFECTIVE SPEAKING**  
Do's and Don'ts of public speaking

**SESSION 10:**     **REAL TIME RECORDING WITH FEEDBACK**  
Individual recording with comments

**SESSION 11:**     **HOW TO HANDLE QUESTION/ANSWERS SESSION**

**SESSION 12:**     **PERSUASION AND SPEAKING SKILLS**  
**PRE-SESSION READING:** Harnessing the Science of Persuasion, Video clippings and analysis

**SESSION 13:**     **CLOSING**