

## Inspire with the power of your voice when presenting

### INTRODUCTION

A great many people worry about how they speak and sound. This one day course will enable delegates to speak with impact and clarity, which in turn increases confidence and relaxes the speaker.

### COURSE OBJECTIVES

*By the end of the course, delegates will have:*

- **Practised** vocal techniques to create impact and clarity
- **Reviewed** methods of calming nerves and utilising the energy in their voice
- **Practised** enriching their voice with colour and vitality
- **Identified** key words which persuade the audience to listen
- **Examined** body language to display self-assurance
- **Practised** speaking within the group
- **Received** individual coaching and feedback

**COURSE DURATION:** 1 Day Course

### COURSE CONTENTS

#### Introductions

#### Developing your voice

Breathing  
Exercises to develop your voice

#### Using your voice

Tone  
Emphasis  
Rate, pitch and emotion  
Clarity

#### Getting your message across clearly

Reduce rambling and unfocused speech  
Emphasis, rate and emotion  
Utilising key words to sell your ideas  
Use of silence and timing  
Articulation

#### Confidence and Body Language

#### Personal Development Action Plan

This course is highly practical and interactive, we also use video camera/audio equipment, as required.

[www.oaktree-training.co.uk](http://www.oaktree-training.co.uk)

