

## PUBLIC SPEAKING MASTERY

### LEARN HOW TO

- Research and understand your audience
- Organize your speech
- Know what not to include
- Hold attention
- Speak with confidence and clarity
- Use your own enthusiasm to put the audience on your side
- Use visual aids to perfect your timing
- Create emphasis with your voice
- Use gestures for impact
- Handle Q&A sessions
- Manage hostile and uncooperative audience members

### CONTACT

Who wrote the book on public speaking? Dale Carnegie! He perfected the technique that turns people like us, with the usual public speaking fears and phobia, into polished professionals who get their ideas across with poise and enthusiasm.

Tap into these techniques and achieve amazing results with *Public Speaking Mastery*, a seminar designed specifically for people with little or no public speaking experience.

Start with the basics. Get to know your audience, organize ideas and create your outline. Move very quickly into actually delivering talks—you will be on your feet and presenting like a professional in no time at all! Use sophisticated techniques like voice modulation, attention focusing and idea pyramids for creating impact and audience persuasion.

*Public Speaking Mastery* classes are kept small, guaranteeing individualized attention, personal direction and advice about your own presentation style. All presentations are videotaped, so you can actually watch your progression from novice to pro.

Take the step from nervous novice afraid to speak to savvy pro eager to address.

You walk away from *Public Speaking Mastery* with your presentation videotapes. Remind yourself how good you really are and how far you have come!

### FORMAT

*Two-day seminar that runs on consecutive weekdays from 9:00 am to 5:00 pm (Times may vary according to location).*

### WHO SHOULD ATTEND

*Managers and executives with little or no public speaking experience who understand that public speaking ability is a key ingredient of success.*

# PUBLIC SPEAKING MASTERY

## ON-SITE DELIVERY

Our corporate consultants will work with you to create customized solutions to assist you in achieving the specific objectives and goals of your organization. Please contact the Dale Carnegie Training® office in your area if you wish to have a course or seminar offered on-site at your location.

## TRANSFER & CANCELLATION POLICY

Please contact the Dale Carnegie Training® office in your area for transfer and cancellation policy information.

## CONTACT

### WHAT YOU WILL COVER

#### Module 1

Understanding your own attitude toward public speaking and developing the appreciation for the characteristics of effective presenters

#### Module 2

Doing the initial planning and knowing your audience

#### Module 3

Setting the right benchmarks

#### Module 4

Planning the basic structure of your presentation

#### Module 5

Making your presentation convincing

#### Module 6

Making your presentation surprising

#### Module 7

Using the right kind of visuals

#### Module 8

Handling questions and answers with ease

#### Module 9

Remembering the basic purpose of the presentation – to inform

### FEDERAL GOVERNMENT DISCOUNTS

Dale Carnegie Training® is available for your agency through the GSA Federal Supply Schedule #GS-10F-0329K.

Dale Carnegie Training® gives you exactly what you need to enhance your agency's professional capabilities and results in order to:

*Maximize leadership potential*

*Improve communications, cooperation and trust*

*Build strong teams, motivation and morale*

*Increase results with internal and external customers*

To get more information regarding courses and seminars currently offering Federal Government discounts or to view pricing information, please visit [www.dalecarnegie.com/gsa](http://www.dalecarnegie.com/gsa)



## PUBLIC SPEAKING MASTERY

### CREDITS

CEU Credits—1.4

### CERTIFICATION

Dale Carnegie's Product and Trainer Development management systems are ISO 9001:2000 certified through the Bureau Veritas Quality International (BVQI).

BVQI is an internationally recognized and well-respected ISO registrar that provides objective third party review through semi-annual audits. The scope of our ISO 9001:2000 certification includes our Product Development, Assessment & Measurement, Carnegie University-Trainer Development & Certification, Internal Sales Training, Product Customization, and Internal Consulting Systems.

### CONTACT

### ACCREDITING ASSOCIATIONS

*Accrediting Council for Continuing Education and Training*

The Accrediting Council for Continuing Education and Training (ACCET) was founded in 1974, for the purpose of improving continuing education and training, and has been officially recognized by the U.S. Department of Education, since 1978, as a "reliable authority" as to the quality of education and training provided by the institutions they accredit. Dale Carnegie Training® has been accredited by ACCET since 1978 and as a result, graduates will each receive ACCET Continuing Education Units (CEUs).

Graduates of Dale Carnegie Training® are eligible to receive a predetermined number of ACCET "Continuing Education Units" based on classroom hours.

**For More Information or To Register  
Please Visit [www.dalecarnegie.com](http://www.dalecarnegie.com)**