

## **Speaking Confidently: How to Inspire Your Audience?**

- Do you know that a confident speaker is far more convincing and influential than one who hesitates?
- Are you aware that building confidence in communication can directly boost your productivity and leadership presence?
- Would you like to master the skills to inspire, engage, and win over any audience with your words?

### **Introduction**

Confidence in speaking is more than just a personal trait—it is a powerful tool that shapes how others perceive your ideas, leadership, and credibility. When you speak with clarity and assurance, people listen, and when they listen, you have the power to influence. This training is designed to help professionals, entrepreneurs, and business leaders build the confidence needed to inspire any audience, whether in the boardroom, on stage, or in everyday interactions. Participants will learn practical techniques to overcome nervousness, project authority, and deliver messages that resonate deeply with listeners. By the end of the program, you will not only be able to stand at the front of any room with confidence, but also engage audiences in ways that inspire action, trust, and lasting impact.

### **Program Objectives**

This program aims to:

- Raise the level of expertise as a presenter
- Uncover your audience's hidden needs and wants

### **Learning Outcomes**

After completing this program, participants should be able to:

- Speak confidently on a stage
- Engage your audiences to listen to you when you speak

### **Who should attend?**

Non-managerial, First-line management, middle management, senior management and anyone who wishes to pick up the skills in speaking confidently.

### **Methodology**

Case studies, forum discussion, role-play, presentations, gamification

## Program Outline

Time	Day One
9.00am– 10.30am	<p><b>Defining Your Objectives</b></p> <p>In order to speak confidently, we need to strategically plan the message to be communicated. Hence, in the first module, the participants would learn how to define objectives before starting any communication. The principle of SMART is shared with the participants.</p>
10.30am-11.00am	<p><b>Morning Break</b></p>
11.00am-1.00pm	<p><b>Developing and Rehearsing Your Presentation</b></p> <p>No one is perfect. In any important event, we must always be well prepared. This module reminds the participants to rehearse any conversation before presenting in public. The participants would pick up the skills on how to conduct rehearsal effectively.</p>
1.00pm-2.00pm	<p><b>Lunch</b></p>
2.00pm-3.30pm	<p><b>The First Three Minutes</b></p> <p>It is important for the participants to prepare a script to capture the attention of others we speak with them. In this module, the participants need to prepare their own first three minute scripts. We want the participants to create a high impact image to the person who we speak to. Quest in</p>
3.30pm-4.00pm	<p><b>Tea Break</b></p>
4.00pm-5.00pm	<p><b>Being Credible</b></p> <p>In order to create credibility, the participants need to gain trust and respect from the audience. So, this module helps participants to be competent, trustworthy, and dynamic when speaking with others.</p>
Time	Day Two
9.00am– 10.30am	<p><b>Keeping Their Attention</b></p> <p>In this module, the participants would pick up some skills to keep audience attention when talking to them. These techniques include - start with the unexpected, make it about them, keep it concrete at the start, keep it moving, get to the point, arouse emotions, keep it interactive, write clear headlines.</p>
10.30am-11.00am	<p><b>Morning Break</b></p>
11.00am-1.00pm	<p><b>Using the Tools in Communication</b></p>

	<p>When doing a presentation, it becomes more interesting and seems well prepared when the participants apply technology to assist them. For example, Prezi, PowerPoint and other software can make the presentation more interesting and give more credibility to the audience.</p>
<b>1.00pm-2.00pm</b>	<b>Lunch</b>
<b>2.00pm-3.30pm</b>	<p><b>Start it Well, End It Right!</b></p> <p>In this module, the participants would learn how to end the conversation at the right time. A lot of people have difficulties in stopping a conversation. They would drag the conversation too long and make people feel uncomfortable. This module helps participants to identify the sign of stopping and concluding in the conversation and presentation.</p>
<b>3.30pm-4.00pm</b>	<b>Tea Break</b>
<b>4.00pm-5.00pm</b>	<p><b>Continuous Improvement</b></p> <p>This module provides some guidelines to the participants on the methodology of continuous learning and continuous training. The application of technology to boost confident skills during speaking would be shared in this module.</p>