

Public Speaking and Presentation Skills: Communicate with Confidence

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Public speaking and presentation skills are essential for professional and personal success. Whether you're presenting to a small team, speaking at a conference, or pitching to clients, this course will help you overcome anxiety, structure your message, and deliver with confidence. By the end of the course, you'll be equipped to engage, inspire, and influence your audience effectively.

Why Attend

This course is highly interactive and practical, featuring:

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Who Should Attend

Professionals who need to present to clients, colleagues, or stakeholders.

Managers and team leaders delivering updates or training sessions.

Entrepreneurs pitching ideas to investors or partners.

Students and recent graduates preparing for

— Learning Objectives

- Overcome public speaking anxiety and build confidence.
- Learn to structure presentations for clarity and impact.
- Develop techniques for engaging and connecting with audiences.
- Master verbal and non-verbal communication skills.
- Handle Q&A sessions and challenging audience interactions with ease.

— Course Outline

DAY
1

Foundations of Public Speaking

- Introduction to public speaking: Why it matters.
- Understanding and overcoming public speaking anxiety.
- The elements of effective communication: Verbal, non-verbal, and vocal.
- Activity: Icebreaker presentation (1-2 minutes per participant).

DAY
2

Structuring Your Presentation

- The importance of a clear structure: Introduction, body, and conclusion.
- Crafting a compelling opening to grab attention.
- Organizing content logically: Key messages and supporting points.
- Using storytelling to make your presentation memorable.
- Activity: Outlining a short presentation.

DAY
3

Engaging Your Audience

- Techniques for connecting with your audience: Eye contact, gestures, and movement.
- Using visual aids effectively (e.g., PowerPoint, slides, props).
- Interactive elements: Questions, polls, and audience participation.
- Handling distractions and maintaining focus.
- Activity: Delivering a 5-minute presentation with visual aids.

DAY
4

Mastering Verbal and Non-Verbal Communication

- Voice modulation: Pitch, tone, volume, and pacing.
- The power of pauses and emphasis in delivery.
- Body language: Posture, gestures, and facial expressions.
- Reading and responding to audience cues.
- Activity: Practicing delivery with peer feedback.

DAY
5

Handling Q&A and Challenging Situations

- Preparing for Q&A sessions: Anticipating questions and crafting responses.
- Techniques for handling difficult questions and objections.
- Managing challenging audience members and maintaining professionalism.
- Video analysis: Reviewing recorded presentations for improvement.
- Course wrap-up: Key takeaways and action plans for continued growth.

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Vienna - Austria	€2,125
9 - 13 November 2026	Barcelona - Spain	€1,925
14 - 18 December 2026	Paris - France	€2,250
18 - 22 January 2027	Dubai - UAE	€2,625
15 - 19 February 2027	Amsterdam - Netherlands	€2,125
15 - 19 March 2027	Geneva - Switzerland	€2,625
19 - 23 April 2027	Istanbul - Türkiye	€1,425
17 - 21 May 2027	Vienna - Austria	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.