



Speechcraft for Business

Overcome public speaking nerves

Learn to speak with confidence

Improve your business communication

Do you want to overcome public speaking nerves to improve your career and communicate with confidence?

Join the **Speechcraft for Business Course** in November. You will learn how to:

- ✓ Create effective speeches for business and personal events
- ✓ Answer questions and speak confidently off-the-cuff
- ✓ Deliver effective evaluations
- ✓ Conduct productive meetings
- ✓ Deliver speeches with appropriate body language and vocal expression
- ✓ Communicate with confidence and much more!

Speechcraft for Business Course includes:

- 5 weekly training sessions
- Manuals and workbooks
- Expert coaching from Advanced Toastmasters
- Friendly, supportive, enthusiastic learning environment
- Certificate of Achievement

Speechcraft for Business is a 5-week public speaking course for business people like you who want to learn how to speak up confidently and present their ideas clearly and effectively.

The course is conducted by members of the Focus Advanced Toastmasters Club.

Dates: 3rd, 10th, 17th, 24th & 31st May 2018

Time: 6.30pm to 9.30pm

Place: Roseville Memorial Club
64 Pacific Highway, Roseville

Price: Only \$350

BOOK NOW!

Call: Charmaine Burke for details
M: 0401 059 934
E: vpm@focusadvancedtm.org.au

Thank you.



Date Speechcraft for Business – Session Plans

3rd May
6.30 to
9.30pm

Introductions
The Importance of public speaking
Deliver first speech: "Ice Breaker"
Educationals:

- How to organise your speech and get to the point
- How give feedback/evaluation
- How to speak off-the-cuff
- Selecting your topic

Demonstration speech by an Advanced Toastmaster
Table Topics practice (impromptu speaking)

10th May
6.30 to
9.30pm

Conducting the meeting – Coaching & practice
Deliver 2nd speech: "Organise Your Speech"
Educational:

- How to introduce the speaker
- Your Body Speaks – How to use appropriate & engaging body language

Table Topics practice and evaluations

17th May
6.30 to
9.30pm

Conducting the meeting – Coaching & practice
Deliver 3rd speech: "Get to the Point"
Educationals

- How to Say It - Improve vocal expression and language
- Create Your Elevator Pitch

Table Topics practice and evaluations
Speech demonstrations at Toastmasters club meeting

24th May
6.30 to
9.30pm

Conducting the meeting – Coaching & practice
Deliver 4th speech: "Your Body Speaks"
Conducting the meeting – Coaching & practice
Educational: Working with Visual Aids
Table Topics practice and evaluations

31st May
6.30 to
9.30pm

Graduation Evening – special guests, family & friends invited.
Deliver 5th speech: "How to Say It"
Educational: Handling Q&A in Business Situations
Table Topics practice and evaluations
Award Certificates for completing the course
Introduction to the club as members, if desired

Book Now!

Contact: Charmaine Burke E: vpm@focusadvancedtm.org.au or M: 0401 059 934

Dates: Thursday evenings: 3rd, 10th, 17th, 24th, 31st May 2018
Time: 6.30pm to 9.30pm (Dinner/drinks can be purchased at club bistro before the meeting)
Place: Roseville Memorial Club, 64 Pacific Highway, Roseville
Price: \$350 (10% discount for 2 or more bookings)
Payment information and preparation details will be sent to you when you book.