



# 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 May. 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:** 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> & 31<sup>st</sup> May 2018

**Time:** 6.30pm to 9.30pm

**Place:** Roseville Memorial Club  
64 Pacific Highway, Roseville

**Price:** Only \$375

## BOOK NOW!

**Call:** Charmaine Burke for details  
M: 0401 059 934

E: [vpm@focusadvancedtm.org.au](mailto:vpm@focusadvancedtm.org.au)

Thank you.



## Date      Speechcraft for Business – Session Plans

<b>3<sup>rd</sup> May</b> 6.30 to 9.30pm	Introductions The Importance of public speaking Deliver first speech: "Ice Breaker" Educationals: <ul style="list-style-type: none"><li>• How to organise your speech and get to the point</li><li>• How give feedback/evaluation</li><li>• How to speak off-the-cuff</li><li>• Selecting your topic</li></ul> Demonstration speech by an Advanced Toastmaster Table Topics practice (impromptu speaking)
<b>10<sup>th</sup> May</b> 6.30 to 9.30pm	Conducting the meeting – Coaching & practice Deliver 2 <sup>nd</sup> speech: "Organise Your Speech" Educational: <ul style="list-style-type: none"><li>• How to introduce the speaker</li><li>• Your Body Speaks – How to use appropriate &amp; engaging body language</li></ul> Table Topics practice and evaluations
<b>17<sup>th</sup> May</b> 6.30 to 9.30pm	Conducting the meeting – Coaching & practice Deliver 3 <sup>rd</sup> speech: "Get to the Point" Educationals <ul style="list-style-type: none"><li>• How to Say It - Improve vocal expression and language</li><li>• Create Your Elevator Pitch</li></ul> Table Topics practice and evaluations Speech demonstrations at Toastmasters club meeting
<b>24<sup>th</sup> May</b> 6.30 to 9.30pm	Conducting the meeting – Coaching & practice Deliver 4 <sup>th</sup> speech: "Your Body Speaks" Conducting the meeting – Coaching & practice Educational: Working with Visual Aids Table Topics practice and evaluations
<b>31<sup>st</sup> May</b> 6.30 to 9.30pm	Graduation Evening – special guests, family & friends invited. Deliver 5 <sup>th</sup> 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](mailto:vpm@focusadvancedtm.org.au)    or    M: 0401 059 934

**Dates:** Thursday evenings: 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup> 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:** \$375 (10% discount for 2 or more bookings)  
Payment information and preparation details will be sent to you when you book.