



# Michelle Figg, M.A.

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## Sharpening Public Speaking, Persuasion and Presentation Skills Agenda

### **KNOWLEDGE:**

It is presumed that the delegate will be familiar with Windows, general P.C usage, and English reading, speaking and writing.

### **AIMS:**

To provide delegates with the basic skills needed to improve daily communication tasks. At the completion of the course, delegates will have grasped skills necessary to improve the way their overall communication style reflects both them and their business. \*This course is taught by a university-level Public Speaking and Business Communication instructor.

### **TIME:**

Your training course can be from ½ day to 1-week and can train up to 20 people at a time (pending equipment is available for each user).

Your trainer will arrive at 10am and plan to take a lunch break from 12:30-1:30pm. The course will resume at 1:30pm and the will conclude at 4-4:30pm.

- **Identification of public speaking fears**
  - **Ways of Combating stage fright**
  - **One-on-one Communication**
  - **Group Communication**
  - **Identification of communication barriers**
  - **The "Art" of Persuasion (Including sales tips)**
  - **Interviewing**
  - **Using visual aids**
  - **Telephone Communication (Sales Tips)**
  - **Various styles used for presentations and speeches**
  - **Structuring meetings, conflict resolution, and presentations.**
  - **Hands-on practice and evaluation**
- \* A lecture book is provided