ASM Educational Center (ASM) *Est. 1992*

11200 Rockville Pike, Suite 220 Rockville, MD 20852 | **Phone**: 301-984-7400 | **Fax**: 301-984-7401
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Personal Development

Public Speaking Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Identifying Your Audience

- Performing a Needs Analysis
- Creating an Audience Profile
- Identifying Key Questions and Concerns

Module Three: Creating a Basic Outline

- Outlining the Situation
- Identifying the Task That Had to Be Performed
- Listing the Actions You Took
- Revealing the Results

Module Four: Organizing the Program

- Making Organization Easy
- Organizational Methods
- Classifying and Categorizing

Module Five: Fleshing It Out

- Identifying Appropriate Sources
- Establishing Credibility
- The Importance of Citations

Module Six: Putting It All Together

- Writing Your Presentation
- Adding a Plan B
- Reviewing, Editing, and Rewriting

Module Seven: Being Prepared

- Checking Out the Venue
- Gathering Materials
- A 24 Hour Checklist

Module Eight: Overcoming Nervousness

- A Visit from the Boss
- Preparing Mentally
- Physical Relaxation Techniques
- Appearing Confident in Front of the Crowd (Even If You Don't Feel That Way)

Module Nine: Delivering Your Speech (I)

- Starting Off on the Right Foot
- Using Visual Aids
- Checking the Volume of Your Voice

Module Ten: Delivering Your Speech (II)

- Adjusting on the Fly
- Gauging Whether Breaks Are Required
- Wrapping Up and Winding Down

Module Eleven: Questions and Answers

- Ground Rules
- Answering Questions That Sound Like an Attack
- Dealing with Complex Questions

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Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations