



SPEAKING WITH **CONFIDENCE** AND **IMPACT.**

Have you ever noticed that people who are great communicators or have the skill of speaking confidently in public are admired and recognized? They are able to fast-track their careers and have more opportunities in business and personally.

Being able to communicate confidently is a skill that's admired and coveted worldwide and like all skills, it can be learned and mastered.

You don't have to be naturally gifted to do well at public speaking or to become a great communicator. All you need to know are some simple guidelines, a simple and easy step by step formula to follow that not only will have you speaking like a pro, but also allows you to remain authentic and true to yourself.

SOME PEOPLE HAVE INTENSE FEAR OF PUBLIC SPEAKING

- » They go weak at the knees
- » Anxiety attacks...
- » Feel overwhelmed
- » Worried they'll forget what they are going to say.
- » Breathless
- » Racing Heart
- » Sweaty Palms
- feel embarrassed, make a fool of themselves.

DOES THAT LOOK AND SOUND FAMILIAR TO YOU?

IT DOESN'T HAVE TO BE THAT WAY!

Whether you are a complete novice or a seasoned pro, any performance improvement in public speaking – presenting, and effective communication will directly lead to benefits for you: your career, within leadership and management, within your team and most importantly within your personal relationships.

Being a confident public speaker and skilled communicator is the fast track to success. It is the difference that can make the difference.

IT'S A SKILL WORTH KNOWING.



WHY ATTEND?

Delivering a compelling presentation **isn't about you 'knowing your stuff'**, remembering your words, moving with the robotic gestures, having a lyrical cadence to your voice, or even having a slick slide show... **it's so much more than that.**

It's the '*so much more*', that you will be learning in this training.

Most of us have attended or seen a keynote speech or presentation where we have watched a master: **where the presenter has amazed us with their charisma and style.**

So how do they do that?

HOW WOULD IT BE IF YOU COULD **LEARN THE SECRET** OF THEIR **SKILL AND SUCCESS?**

You can understand how a skill like Speaking & Presenting with Confidence can be a skill that fasttracks your career success, grows your business and promotes you as the expert in your field. It's not just a professional skill, but also a highly admired personal skillset to have too.

This is your opportunity to learn and master that skill.



WHO SHOULD ATTEND?

This workshop is designed for individuals who are wanting to or who are beginning to present more frequently in their career, for their business or in other roles and are looking to lift their speaking and presenting confidence, professionalism and personal impact.

From presentation structure to delivery, these hands-on, highly practical workshops are ideal for those making external presentations to the public, to clients, customers, business partners, teams, and presenting to management.

In understanding the power of being able to Speak with Confidence, this program is for anyone who is ready to take their career, business, leadership role and other relationships to a new level. Our unique approach using a **range of proven tools and techniques** comprehensively builds participants' skills in transforming their ability to present clear and compelling presentations with confidence.



KEY COMPONENTS OF THIS TRAINING

- ✓ **Strategies and techniques to conquer your fear** of public speaking, for good, using a simple technique that will allow you to overcome nerves anytime, anywhere.
- ✓ **Be comfortable** bringing your natural style and authentic self to the stage.
- ✓ **Using Universally Speaking's - 4 Point Speech Planner™**: Learn how to develop and structure your speech or presentation in 4 easy steps to connect with your audience and achieve the outcome you want.
- ✓ **Techniques and mindset** that will have you exude an air of confidence, clarity and credibility when you speak.
- ✓ **Use words that win**: specific words and phrases, that will inspire others and help you achieve the results that you want.
- ✓ Practical techniques for **managing questions**.
- ✓ Practical techniques for **managing difficult people** who may be in your audience.
- ✓ **Learn the skills to gain instant rapport** and trust with your audience, clients and customers.
- ✓ **5 Techniques to 'speak on your feet'** allowing you to deliver a speech or chat to anyone without any preparation, notes or knowledge.
- ✓ **Stagecraft 1**: Move and use the stage to engage and move your audience.
- ✓ **Recognise and use the different communication and learning styles** of your audience to build faster and lasting rapport.
- ✓ Be perceived as the **expert in the room**.



THE RESULTS THAT YOU CAN EXPECT

- ✓ Deliver a presentation or speech **without feeling nervous or fearful.**
- ✓ **Engage the audience** from the moment you walk out on stage
- ✓ **Converse using different communication styles** when needed based on circumstances and situations to connect with any audience or individual at any time.
- ✓ **Be genuine and authentic...** this is the fastest way to establish credibility and trust.
- ✓ **Deal with difficult people** within your audience.
- ✓ Position the room and **manage your room for maximum results.**
- ✓ Utilize positions on the stage to **lead and inspire your audience.**
- ✓ **Write and structure a speech,** of any length, using just 4 easy steps.
- ✓ **Read and interpret body language and gestures** while communicating with others.
- ✓ Use your eyes and hands to **connect with your audience.**
- ✓ **Establish trust** through building instant & strong rapport with your audience.
- ✓ **Deliver an impromptu speech** or presentation on the spot, confidently, without notes, preparation or knowledge.
- ✓ Have the confidence to **use the power of silence and pause.**
- ✓ **Handle Q & A like an expert.**
- ✓ **Use vocal modulation and texture,** to show leadership, empathy, or to convey emotion and inspiration.



UNIVERSALLY SPEAKING'S TRAINING STYLE: WE'RE DIFFERENT

We don't (ever) use a cookie cutter, 'one size' fits all approach in any of our trainings.

We appreciate that each and every one of us has our own unique values, gifts and talents... and **this training is about you being coached to bring your best**, to be genuine and authentic within the structure of what makes a great presentation.

What we've noticed, is those of you who do the '*Speaking with Confidence & Impact*' training and indeed any other Communication Skills trainings that we offer, generally don't want to be 'perfect' orators.

What you want is to develop a memorable presence to connect with and inspire others.

You want to build trust and credibility, and be clear, concise and engaging. You want to be perceived as the expert in the room and have the respect of your audience.

YOU WANT
YOUR SEAT AT THE
TABLE TO COUNT.



This type of presence does not come from learning a pitch perfect speech, robotic gestures and words with lyrical cadence, it comes from learning communication skills that showcase the authentic you and your message.

What makes a person a strong and confident speaker is that their presence and authenticity shines through, showing their passion and expertise for their topic.

Yes, you'll learn all the other cool stuff too, how to write and structure a speech, how to move and use the stage etc. etc. ... but its more than that. You'll learn to have an authentic PRESENCE. That's what you will learn in all of the Speaking & Presenting with Confidence training, in fact any of the Communication Skills Trainings that we offer, and **that's what makes us different.**

IN CASE YOU WANT TO KNOW A BIT ABOUT US...



DR. NATALIE SHEPARD & SANDRA MARTIN

Universally Speaking has been around for over a decade, with many thousands of *'happy presenting'*, *'looking good'* clients; individuals, businesses, and organisations, having experienced, one or in some cases, many of our training programs.

We are known for our innovative and unique approach to training, accelerated learning systems, and the outstanding results that we achieve.

Universally Speaking has a team of six highly credentialed, qualified and experienced trainers, delivering a wide range of programs in the area's of human performance, personal branding, NLP, communication and behaviour.

So we really should get together, so you can **discover one of the fundamental principles and skills for success**. Take this opportunity to learn how to present and communicate with impact, confidence, clarity and charisma, and still be true to your authentic self.

Let's face it... really, if you are going to get up and present in front of an audience, deliver that workshop or training, pitch that idea or concept at a meeting, deliver a keynote at a conference, wish the bride & groom a life of happiness and laughter, or even auction a house... no matter what the size of the audience or what the event is... you want results and you want to be good, in fact, you don't want to be good, **YOU WANT TO BE OUTSTANDING**.

You want them to walk away, talking about you in glowing terms, knowing that they have just listened to someone worth listening to.

WE GUARANTEE, with our training's, you'll never look back. You will become an entertaining, engaging, credible, confident and influential presenter and speaker.

GROUP SIZE

In our public workshops, a small group is guaranteed to ensure that you feel encouraged, supported and included.

Minimum of 8 participants
Maximum of 16 participants

With our small group guarantee you will receive **plenty of personal attention** and time to implement your learning. We often have **2 trainers in the room** allowing personalized coaching, an excellent student to trainer ratio, giving you the personal attention you deserve.

**** For customized In-House Training for your business or organisation**, participant numbers vary and can be accommodated to suit your needs. This training can also be delivered over 2 half days, to accommodate your workplace requirements.

YOUR INVESTMENT

We keep our trainings affordable, so everyone can benefit and take advantage.

For the public one day workshop:

Venue:

Regular fee: \$295 + GST

Early bird *paid*

21 days prior to the training: **\$195 + GST**

Groups of 3 or more

booking at the same time: **\$185pp + GST**

REGISTRATION FORM

(please PRINT and return completed form to Universally Speaking)

Name: _____ Email: _____

Phone: _____ Address: _____

Company/Business Name: _____

Training: Confident Public Speaking

Date:

Venue:

Time: start 9.15am – finish 4pm

Included: Workshop Manual, Morning & Afternoon Tea, Bottled Water

Payment: (see investment above for fees)

By Credit Card: Name on Card _____

Credit Card No. _____ / _____ / _____ / _____ Expiry Date _____ / _____

Direct Bank Deposit: Acct name: Universally Speaking | Acct No. 10433792 | BSB: 062500

By Cheque: Made out to Universally Speaking, posted to 549 Englehardt St, Albury, NSW 2640

CONTACT US

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