

# Developing your speaking skills for leadership

Hands-on course of 2 days - 14h

Ref.: LVC - Price 2024: CHF1 530 (excl. taxes)

The spoken word is an essential communication tool that prompts action. When used confidently, it mobilizes energy, fosters listening, and encourages agreement. This training will teach you how to work on your voice and develop your expression to affirm your presence and enhance your ease and persuasive power.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Confident, effective public speaking
- Conveying a positive image
- Sharing your convictions
- Projecting and modulating your voice
- Developing your emotional expression

## HANDS-ON WORK

This workshop allows participants to experience the impact of a confident voice and posture in the context of oral presentations.

## THE PROGRAMME

last updated: 06/2024

### 1) Confident, effective public speaking

- Adopting an open posture.
  - Strengthening your supports, anchoring yourself.
  - Projecting your voice to be more assertive
  - Encouraging listening.
  - Freeing your body language.
  - Moving freely in space.
  - Learning the techniques of great speakers.
- Exercise* : Postural, vocal and behavioral training. Listening to and analyzing the voices of great speakers.

### 2) Strengthening your oral communication

- What is at stake in oral communication: information, relationship.
- Optimizing your non-verbal and para-verbal communication: posture, voice, gestures, space.
- Developing active listening.
- Adapting the tone of your speech to your audience.
- Gathering feedback and taking it into account.
- Develop its appeal to encourage agreement.

*Role-playing* : Mime a text, and then say it out loud. Gathering feedback. Creating a character.

### 3) Making your speech lively and convincing

- Activating inspirational intentions.
- Persuading people to take action.
- Being authentic and open to improve your performance.
- Dramatizing to capture your audience.
- Passing along your enthusiasm.

## PARTICIPANTS

Managers who wish to strengthen their oral leadership.

## PREREQUISITES

No specific knowledge required.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Mastering your speech as a whole.

*Role-playing* : Individual coaching on "getting on stage", games on inspirational intentions.

#### 4) Developing your leadership.

- Conveying a positive image
- Establishing a climate of trust by setting your voice.
- Sharing your convictions Identifying your style.
- Conveying your vision with clarity.
- Keeping your goal in perspective.

*Role-playing* : Acting out a scene. Three minutes to convince.

#### 5) Developing your emotional expression

- Recognizing, accepting, and channeling your emotions.
- Self-observation and relaxation.
- Using your voice to release your emotions.
- Finding your emotional stability.
- Identifying and counteracting stressful situations.
- Showing involvement.

*Exercise* : Test on small voices, restrictive messages. Breathing, relaxation, visualization.

#### 6) Improving your performance

- Valuing your strengths. Daring to surpass yourself.
- Breaking down your beliefs to adopt more supportive behaviors.
- Developing your own strategies for success.

*Role-playing* : Changing your point of view. Defining your resources and your paths of progress.

## DATES

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### REMOTE CLASS

2025 : 24 Feb, 22 May, 21 Aug,  
15 Dec