

## RAPPORT- ONE DAY PUBLIC SPEAKING COURSE

Tea and Coffee on arrival.

9.30 Opening Comments

### **Group introductions and first presentation plus analysis**

11.00 Morning tea and coffee.

11:15 **The Introduction** (Includes a presentation)

- Capturing the attention of your audience.
- Casting the spotlight on your subject
- Giving them reasons to listen

12:45 Lunch

1:15 **The Conclusion** - (Includes a presentation)

- Going out on a high
- Making your main point stick
- Motivating your audience to action

2:15 Afternoon Tea

2:30 **Structure** (Includes exercises)

- How to prepare a delivery from scratch more quickly than you might think.
- Final Presentation
- Review of Day 1

3:30 **Image**

- What do your clothes say about you?
- What Colours and styles should you wear?

5:00 **Closing Comments**