

RAPPORT

the art of creative speaking

DAY ONE

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
Second Presentation
Review of Day One
- 4.00 Finish

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DAY TWO

Tea and coffee on arrival.

- 9.30 Opening comments and review of Day One
- 9.45 Putting life into your presentation (includes exercises)
 - Gestures
 - Enthusiasm
 - Variety in your voice
- 11.00 Morning tea and coffee.
- 11.15 Getting and keeping your audience's attention (includes exercises)
 - Eye contact
 - Pausing
 - Questions
- 12.30 Lunch
- 1.00 Content
 - Illustrations
 - Contrasts
 - The rule of three's
- 2.00 Delivery of presentation and analysis
- 3.00 Afternoon tea
- 3.15 Image
 - Analysis of how you look and how what you wear affects your message
- 4.45 Closing words
 - Summary, group analysis and evaluation

Additional topics as time permits:

Humour, Using Notes, Rehearsing, Use of Repetition

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