

SPOKESPERSON & SPEECH WRITING

Executive Public Speaking & Influential Message Delivery

A two-day programme in executive public speaking, with eight modules and workplace application.



DURATION 2 days

DELIVERY Public or in-house

Why this programme

This course develops the confidence and technique needed to speak to large and small audiences. Participants work on message structure, vocal delivery, presence, audience connection, visual support and handling questions in live and hybrid settings.

What participants will learn

- 01** Speak with greater confidence, clarity and authority.
- 02** Make messages easier to understand and remember.
- 03** Use voice, movement and visual aids purposefully.
- 04** Manage nerves, audience questions and unexpected presentation challenges.

Who should attend

Executives, managers, subject-matter experts, government officers, project leaders and professionals who present or represent their organisations.

How you will learn

Trainer-led explanation and discussion connect the module topics to workplace application. Deliver a short presentation, review performance and apply peer and facilitator feedback.

Detailed programme

Day 1 - Foundations & Core Skills

01 Speaker Mindset, Purpose & Audience Connection

- Set a clear speaking objective, analyse the audience and manage common performance concerns.

02 Structuring a Persuasive Presentation

- Create a logical opening, core message, supporting points and action-oriented conclusion.

03 Voice, Pace, Pauses & Vocal Variety

- Practise projection, articulation, pacing and strategic pauses to improve audience comprehension.

04 Body Language, Stagecraft & Presence

- Use posture, eye contact, gestures and movement to support rather than distract from the message.

Detailed programme

Day 2 - Application, Practice & Action Planning

05 Persuasion, Evidence & Audience Engagement

- Use examples, questions and relevant evidence to encourage understanding and participation.

06 Slides, Visual Aids & Hybrid Delivery

- Design readable visuals and adapt delivery for rooms, video calls and hybrid audiences.

07 Recorded Presentation & Feedback Lab

- Deliver a short presentation, review performance and apply peer and facilitator feedback.

08 Q&A, Impromptu Speaking & Personal Practice Plan

- Respond to audience questions, organise spontaneous answers and set a measurable improvement plan.

How you will learn

Trainer-led explanation and discussion connect the module topics to workplace application. Deliver a short presentation, review performance and apply peer and facilitator feedback.

TRAINER PROFILE

Sharves Bala

A corporate communications strategist and executive trainer with more than 20 years of experience in PR, media relations, reputation management and stakeholder engagement. Her sessions use practical frameworks, case studies and simulations.

Trainer availability is confirmed for each programme.

Confirm HRD Corp (HRDF) eligibility and claim arrangements with ISDS before booking. Where applicable, claims are arranged through Orange Revolution.

Plan your training with ISDS

Discuss fees, delivery options and a programme suited to your team.

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