



# Fundamentals of public speaking

## Confidence is key

There are three ingredients in any speaking event: the speaker, the message, and the audience. Learn skills and strategies to prepare yourself as a speaker and to deliver a clear message and engaging presentation to any audience. The workshop will include practice speaking succinctly and effectively, non-verbal communication and vocal coaching.

## Goal

The aim of this workshop is for the participants to gain confidence in their public speaking and acquire the necessary skills to help effectively communicate their science to any audience. And most of all, to make public speaking enjoyable.

## Learning Outcomes

Gain confidence in speaking in public and learn to enjoy the experience.

Acquire the basic knowledge in body language and preparation techniques for public speaking.

Connect with varied audiences.

Understand how to make their message accessible to these audiences.

## Program

1.The mind-set: what is effective communication-presentation and group discussion.

2.Hands on: skills and techniques- presentation and whole group activity. Short exercises.

3. Practice makes perfect: Individual practice with personalized attention.

4. Wrap up: What have we learnt, possible improvements.

## Participants

The maximum number of participants is 16.

## Duration

The workshop is personalized and adapted to the centre's needs and the participants' availability. Thus, timings can be modified. This workshop is designed in two different formats.

- Intensive format, which takes place in one single session on one day
- Long-term format, which takes place over 2 days, separated in time. The long-term format allows for better assimilation of the acquired knowledge and skills.

## Instructor Bio

Our instructor is a speech and communications coach. She has diverse experience, from Broadway actors to executives in advertising, and her focus for professionals is ease, clarity and authenticity. In NYC, she was the director of the voice and speech program at Maggie Flanigan acting conservatory in Chelsea for five years and in Europe has been an invited professor at Kadir Has University in Istanbul and the Institut del Teatre in Barcelona for specialized workshops. Corporate clients have included the World Bank at the Smart City Expo, accelerator programs Startup Bootcamp IoT/Data for the Mobile World Congress and IQS in Barcelona, Schneider Electric, Atlas Copco, and Vistaprint.

## Description

This workshop revolves around the three ingredients in public speaking: the speaker, the message and the audience.

There is a lot of focus on preparing the speaker for public speaking, so as to allow the experience to become more enjoyable. When one is speaking in public attitude is contagious, and is almost as important as the message itself. The workshop involves practice with breathing and relaxation techniques to prepare for a speaking event, vocal coaching and body language exercises.

It is important for the participants to grasp the fact that the audience they are speaking to plays an essential role in their presentation. Before preparing for any presentation, speakers must ask themselves questions about their audience such as:

- Who is your audience?
- What do they already know?
- What are they interested in?

Being able to answer these questions before speaking in public will allow them to engage with their audience, to create a connection and anticipate what they are expecting from their presentation.

Last but not least, researchers need to understand how to make their message accessible to these audiences. Developing skills to communicate science at a level that a general audience can understand requires deliberate practice and careful attention to language.

To help explain the structure of an oral presentation, we often compare it to writing a scientific paper. The objective of both is to convince an audience that the research that is being carried out is important, valid and relevant. The difference is that presentations are more localized in space and time, they impose a sequence and rhythm and they include some level of interaction with the audience. When speaking in public, the chronology of the research paper is broken, the structure must be inverted and the information synthesized,

At the end of the workshop, each participant will receive personalized feedback and a plan of practice in order to continue developing skills after the workshop.