

# Presentation & Public Speaking

## Best For

This program is ideal for:

Early to mid-career professionals

Individual contributors

New team leads

Client-facing professionals

Professionals who present in meetings, reviews, pitches, and professional forums

## Delivery Style

The learning experience is highly practical, performance-focused, and designed for immediate application in real workplace presentations and professional speaking situations.

## Outcome Level

Participants develop stronger presentation confidence, improved public speaking delivery, greater control over nervousness, and the ability to communicate with clarity, authority, and impact in professional settings.

## Program Positioning

In today's professional environment, the ability to present ideas clearly and speak with confidence directly impacts visibility, credibility, and career growth. This program is designed to help professionals strengthen presentation structure, improve speaking confidence, and deliver messages with clarity and authority in meetings, client presentations, and professional forums.

The program strengthens voice control, body language, message structure, audience engagement, and confidence under pressure while eliminating fear-driven habits, unclear delivery, and low-impact communication.

This program is particularly valuable for professionals transitioning into:

Client-facing and stakeholder presentation roles

Leadership and team communication responsibilities

High-visibility project environments

Pitching, review, and decision-making forums

- ✓ Well suited for professionals with 0–10 years of experience
- ✓ Ideal for those preparing for client presentations, leadership exposure, or high-visibility speaking responsibilities

## LEARNING STRUCTURE (8 HOURS)

## **Block 1 — Foundations of Confident Public Speaking & Presentation Excellence**

This session establishes a strong foundation of what confident speaking and professional presentation truly mean in modern workplaces. Participants learn the difference between casual speaking and impactful professional delivery.

Participants explore:

- What creates confidence in professional speaking
- Difference between nervous speaking and controlled delivery
- How voice, posture, and presence influence perception
- Why preparation drives confidence

✅ Outcome: Strong foundation in confident public speaking and presentation awareness.

## **Block 2 — Overcoming Nervousness, Fear & Speaking Anxiety**

This session focuses on managing fear and nervousness that block effective public speaking. Participants learn how to control physical and mental reactions during presentations.

Participants learn:

- Why nervousness occurs
- How to manage fear through preparation and mindset
- Controlling shaky voice and body tension
- Building calm before and during speaking

✅ Outcome: Reduced speaking anxiety and improved emotional control.

## **Block 3 — Structuring Clear, Impactful Presentations**

This session strengthens the ability to structure presentations logically for maximum clarity and impact. Participants learn how to organize content so audiences easily understand and remember key messages.

Participants learn:

- How to create strong openings and conclusions
- Structuring key points logically
- Keeping presentations focused and concise
- Avoiding cluttered and confusing content

✅ Outcome: Clear, well-structured, and impactful presentations.

## **Block 4 — Voice Control, Body Language & Speaker Presence**

This session focuses on delivery skills that influence audience attention and engagement. Participants learn how to use vocal variation, posture, eye contact, and movement confidently.

Participants learn:

- Voice clarity, pace, and tone control
- Professional posture and movement
- Eye contact for connection
- Using gestures naturally

✔ Outcome: Strong speaker presence and confident physical delivery.

## **Block 5 — Audience Engagement & Handling Questions Confidently**

This session builds the ability to connect with audiences and manage interaction effectively. Participants learn how to hold attention and respond confidently to questions.

Participants learn:

- Reading audience reactions
- Asking engaging questions
- Handling interruptions professionally
- Responding to questions with clarity and control

✔ Outcome: Stronger audience engagement and confident interaction.

## **Block 6 — Professional Presentations in Meetings & Client Settings**

This session focuses on presenting confidently in business environments such as meetings, reviews, and client presentations.

Participants learn:

- Speaking confidently in meetings
- Giving status updates and reports
- Presenting to clients professionally
- Managing time and clarity during professional presentations

✔ Outcome: Stronger confidence in real workplace presentation environments.

## **Block 7 — Handling High-Pressure Speaking Situations**

This session develops confidence in high-pressure speaking situations such as leadership reviews, escalations, or critical presentations.

Participants learn:

- Managing pressure during important presentations
- Staying calm under scrutiny
- Recovering from mistakes while speaking
- Maintaining credibility during tough questioning

✔ Outcome: Greater control and confidence in high-pressure speaking situations.

## Block 8 — Personal Presentation Style & Long-Term Speaking Growth

The final session focuses on building a strong personal speaking style and sustainable confidence habits.

Participants learn:

- Identifying personal speaking strengths and improvement areas
- Building a consistent presentation style
- Strengthening long-term confidence habits
- Creating a 30-day Presentation Excellence Action Plan

✔ Outcome: Sustainable presentation confidence and long-term professional speaking growth.



### What You Will Walk Away With

Participants complete the program with: Stronger presentation confidence Improved public speaking delivery Greater control over nervousness Better message clarity and audience impact Higher professional visibility and credibility A clear personal presentation improvement plan A Knowledge Que Course Completion Certificate (8 PDUs)



### Certification (Delivery-Neutral & Legally Safe)

On successful completion of the program, learners receive:

Knowledge Que – Course Completion Certificate

Recognition of 8 Professional Development Units (PDUs)

A digital certificate suitable for:

LinkedIn

Resume & Portfolio

Professional Profiles

Issued by Knowledge Que – Powered by Experts



### Why Knowledge Que

Expert-led presentation and speaking training  
Real-world workplace delivery scenarios  
Skill-focused development with immediate application  
Programs designed for modern professionals

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