



UPNM

National Defence University of Malaysia
Kewajipan • Maruah • Integriti

EVERYONE CAN SPEAK!

Synopsis

This course is designed to help you speak at ease, anywhere anytime. Consisting of 4 modules, from building self-confidence, acquiring presentation skills, delivering a speech to giving an impromptu speech. Students are expected to have good interpersonal communication skills and able to work in groups, interact with confidence and ease and communicate effectively.

Learning Outcomes

At the end of the course, students should be exposed to the principles of effective communication. Students will be able to:

- develop self-confidence while speaking in public and apply accurate techniques when doing presentation,
- demonstrate the ability to produce a well-organised speech, and
- produce impromptu speech of any topics.

Delivery Mode

Face-to-face/On-line

Duration

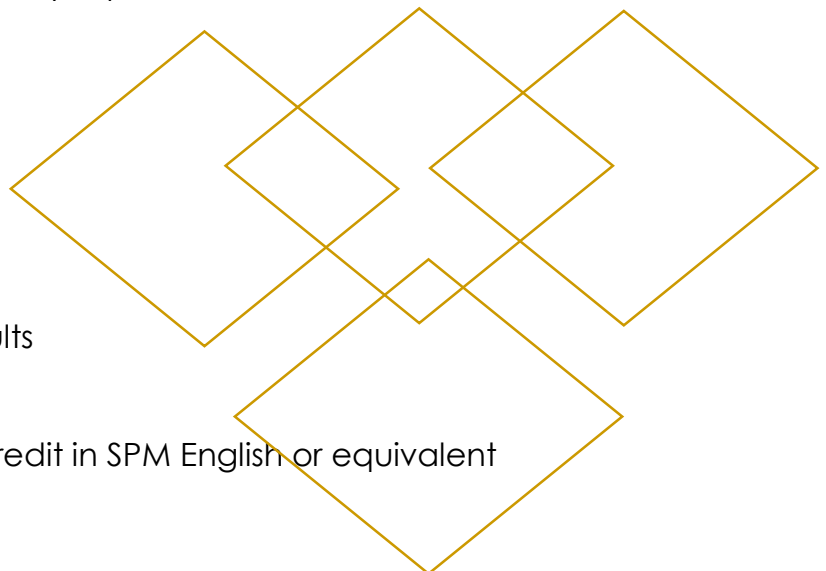
3 Days

Target Participant

Mature students and working adults

Admission Requirement

Basic level of English language, credit in SPM English or equivalent



Course Outline:

MODULE 1: Confidence Building

- Why we need confidence to speak well?
- Strategies to develop confidence
- Activity 1: Confidence, do I have what it takes? (peer review)

MODULE 2: Presentation Skills

- Steps in Preparing Effective Presentation (Plan, Prepare, Practise, Present)
- Presentation Flaws
- Activity 2: Preparing Speech Layout (Introduction, Body, Conclusion)

MODULE 3: Public Speaking

- Types of Public Speaking
- Strategies of Becoming a Better Speaker
- Activity 3: Public Speaking Practice

MODULE 4: Impromptu Speech

- How to nail Impromptu Speech (Non-verbal cues, interruptions, turn-taking)
- Do's and Don'ts of Impromptu Speech
- Activity 4: Impromptu Speech Practice (Formal meeting setting)

Course Fee

RM2,180.00



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