

Corporate Speaking Ability

You are your most powerful marketing tool.

Every moment that you speak, negotiate, put forward proposals, chair meetings and present to clients and staff, you are selling your strengths, abilities and ideas, the success of your company.

Speaking with eloquence is an important skill at all levels within an organisation. Clear and succinct communications with customers, peers and employees can greatly impact your company's profile, success, team communications and workplace options.

As we all have different abilities and needs, we aim to tailor each speaking course to best suit you. We ask that you fill out this form so we can gain an understanding of your speaking abilities and the areas you wish to address.

Your Name –

Please tick/highlight the areas you wish to address/improve:

- Fears and limiting beliefs around presenting.
- Voice, intonation, vocal variety, volume pausing.
- How to hold your body to appear natural (even when nervous) and use of props.
- How to prepare for presenting.
- How to gauge your audience and establish rapport.
- How to speak off the cuff, impromptu speaking.
- How to write/organise a speech with Intro, middle and conclusion.
- Techniques for whiteboards, PowerPoint and meeting environments.

Please tick/highlight the area that best sums up your speaking ability

- I am a confident speaker.
- I am a fairly confident speaker.
- I am nervous when asked to speak.
- I am horrified of speaking and don't know how I got talked into doing this course!

Please tick/highlight the type(s) of speaking you do in your workplace

- Speak with clients on the phone
- Participate in meetings.
- Chair/present at internal meetings.
- Chair/present at client meetings.
- Deliver proposals
- Deliver keynote addresses to staff and clients

Please comment on the speaking you do/are expected to deliver – such as:
What type (boardroom meeting, product launch, conference, small group meeting)
Where you usually present (factory, office, showroom, function room)
The demographic and audience size

At each session you will have the opportunity to present and you will receive individual specific feedback on what you do well and tips to improve.

The Speaker – Speak and Grow Rich trainers draw on skills in [NLP](#) and [Success Coaching](#) to ensure you receive information and feedback in a manner that promotes your success.

Please return this completed form prior to the commencement of the course.

Speak soon.

Verity

Verity Robins

The Speaker – Speak & Grow Rich

e-mail – vr@thespeaker.com.au

Web – www.thespeaker.com.au

Facebook – <https://www.facebook.com/SpeakerSpot>

Mobile – 0410 588 154