

Overcoming Public Speaking Anxiety

GoSkills online course syllabus

Skill level

Beginner

Lessons

22

Pre-requisites

No prior experience needed

Video duration

1h 4m

Estimated study time

1h 4m

Instructor

Eric Zackrison

Introduction

1 A future-proof skill

Speaking Logistics

2 What are the expectations

When speeches go wrong one of the most common causes is that the speaker misunderstood the expectations.

3 It's all about the audience

The most important thing any public speaker needs is knowledge about the audience.

4 What do they know and/or believe

Knowing what your audience already knows and believes is vital if you're to keep them interested or get them to change.

5 Where are you speaking

There are so many key things about the speaking environment itself that can cause a speaker problems.

Non-Verbal Speaking Cues

6 What do I do with my hands?

What do I do with my hands is one of the most common challenges of speakers.

7 What do I do with my feet?

How and where to stand and walk is one of the little know ways to improve or disrupt a great speech.

8 **What do I do with my face?**
Your eyes and face play an important role in connecting to your audience.

9 **What can I do with my voice?**
Voice modulation is far more than a way to just keep your audience engaged, it is the difference between a great speech and an okay speech.

10 **Adjusting to virtual presentations**
More and more presentations are moving to virtual formats and this affects how we use our non-verbals.

Building Your Speech

11 **Introductions and conclusions**
How you start and how you end are arguably more important than what you say in between.

12 **Aristotle had it right**
Three of the key pieces of any great speech have been known since the times of the ancient Greeks.

13 **Building your speech**
If your audience can follow your main points, or misses your arguments your speech is not effective.

14 **Practice best practices**
Practice makes perfect, but not all practice offers the same benefits.

15 **To slide or not to slide?**
Slide decks can be incredibly useful, or incredibly distracting.

The Mental Difficulties

16 **Overcoming anxiety**
According to the National Institute of Mental Health 73% of people experience speech anxiety.

17 **Expect anything**
You never know what may come up. This lesson identifies some potential unexpected things and give you the skills to react to them.

18 Managing mistakes

Everyone makes mistakes and it can happen to you during a presentation, but that doesn't have to ruin your speech.

Question and Answer Sessions

19 Preparing for Q+As

The question and answer session is where you can really shine. After this lesson, you'll be able to work a Q+A into your presentation.

20 Managing the conversation

You should be driving the entire presentation, including the Q+A at the end.

21 Answering tough questions

The last thing you want is for a tough question to throw you off balance.

Conclusion

22 Be bold

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