Thinking and Speaking Off the Cuff:

How to Speak Confidently Without Notice

Corporate Communication Experts

Karratha Workshop - 3 July 2019

This workshop is designed to help you think and talk on your feet in situations that may arise unexpectedly, or without notice. The ability to think and speak on your feet is a tremendous asset to have in your social, business and daily life. Speaking off the cuff is often required for meetings, impromptu presentations, supervising staff, job interviews and when responding to questions from an audience. To successfully communicate your ideas in these situations you must be able to organise your thoughts quickly and present them in a clear and logical manner, that meets the audiences needs. Those who do speak well off the cuff are seen as credible, reliable and confident.

The Workshop Will Teach You How To:

- **Respond to questions from the floor**
  Be eloquent, be effective, and be relevant
- **Buy time and organise your thoughts**
  Resist time pressure and think before you speak
- **Structure your response**
  Follow the simple mini speech structure
- **Master the platform**
  Stop hiding behind the podium and use the stage effectively
- **Use the rule of "Three"**
  The tricolon is one of the most effective tools in public speaking
- **Get to the point**
  Less is often more, and keep it simple always wins
- **Leave them with a memorable message**
  End strong and end confidently
- **Call on fail safe backup techniques**
  Simple models and simple tools allow you to respond confidently and effectively
- **Respond effectively at job interview**
  What are the interview panel looking for and how can you best display this

> **The best way to sound like you know what you're talking about is to know what you're talking about.**
>
> – Author unknown

This workshop is available as an inhouse workshop and will be customised to your organisations training needs

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Date Wednesday 3 July 2019 **Time** 1:00 pm to 4:30 pm

Venue The Business Centre Pilbara, 18 Hedland Pl, Karratha WA 6714

Investment $210 + GST

What's included Afternoon tea, comprehensive course notes, free newsletter

BIOGRAPHY

Peter Dhu has been speaking professionally full time for 10 years. He began his working life working for the WA Health Department as a Medical Scientist. In his 30 years as a scientist, he managed various pathology labs and WA's Organ Donation Agency.

He now specialises in helping people overcome their fear and find their voice by training them in public speaking. This is a remarkable transition because Peter is a person who stutters, and chose not to speak for much of his life. He brings a real-life success story and courage to his work, where he inspires people with his own compelling story.

He is a living example that anyone can overcome their fears and unlock their hidden potential so they can have the courage to speak up and inspire the world with their stories.

He shows people how they can change the world one conversation at a time.

REGISTRATION

Name of Participant

Phone Number

Email Address

Return to: Peter Dhu at info@peterdhu.com.au
or Fax 08 6314 1620

On receipt of your registration I will send out a tax invoice for payment before the workshop. Payment can be made via cheque, money order, EFT bank transfer or via credit card using PayPal.

Thank you for your business.
Peter Dhu

"If you can stand on your feet and speak in front of a group, then you possess a very powerful skill.

– Sir Winston Churchill

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