



Corporate Communication Experts

# PETER DHU

*presents*



## THINKING AND SPEAKING OFF THE CUFF

[www.peterdhu.com.au](http://www.peterdhu.com.au)

# THINKING AND SPEAKING OFF THE CUFF: HOW TO SPEAK WITHOUT NOTICE CONFIDENTLY

***“The best way to sound like you know what you're talking about is to know what you're talking about” – Unkown***

This workshop is designed to help you think and speak on your feet in situations that may arise unexpectedly, or without notice. The ability to think and speak on your feet is a great asset to have in your professional, business and daily life. Speaking off the cuff is 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, which meets the audience’s needs.

## Course Content

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
- 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
- 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

Communicating off the cuff is critical to success in business, everyday life and your career. In this workshop you will learn and practice techniques that will help you speak spontaneously with greater confidence and clarity, regardless of content and context.

**\*\*This workshop can be customised to meet your organizational training needs and the key learning outcomes set to match your requirements. It can be delivered in a full day or half day format. Two or more of our different workshops can be combined to form a 2-day masterclass.**

## About Peter

Peter Dhu is an experienced and acclaimed keynote speaker, trainer and coach in the area of presentation skills, public speaking and overcoming fear.

For over 20 years Peter has helped thousands of people overcome their fear of public speaking and become more confident and effective in the delivery of their presentations.



Peter has helped people find their voices and their passion so that they can now share these with the world with courage and conviction through their own presentations.

His style is inspirational and transformational. He uses his own story of adversity mixed with experiential learning, example and theory to create a rich learning environment. A medical scientist by profession, Peter has also studied extensively in the area of business and leadership, culminating in his Masters of Business and Administration and Diploma in Professional Coaching. Peter has extensive experience in the area of business communication, presentation skills and personal effectiveness.

## CONNECT WITH PETER



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