

# THINKING AND SPEAKING OFF THE CUFF

How to speak without notice confidently



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 CONTENTS:

This 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.

## DURATION: FULL-DAY WORKSHOP

***\*\*This workshop can be delivered as an in-house corporate workshop. It will be customised to meet your organisational training needs and the key learning outcomes are set to match your requirements.***





## PETER DHU

INSPIRATIONAL KEYNOTE  
SPEAKER, PUBLIC SPEAKING  
TRAINER & COACH

### ABOUT THE FACILITATOR

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.

**DATE:** Friday, 18th September 2020

**TIME:** 9:00 AM - 4:00 PM WAST

**VENUE:** Quartz Room, Port Haven Village  
2444 Great Northern Hwy, Port Hedland WA 6722

**WHAT'S INCLUDED:** M/A Tea, workbook, newsletter

### INVESTMENT

- Not For Profit Organisation: \$350 + GST
- Early Bird Registration: \$400 + GST **\*sale ends 4 Sept 2020**
- Full Registration: \$450 + GST

### REGISTRATION

**NAME:**

**PHONE NUMBER:**

**EMAIL ADDRESS:**

Return to: Peter Dhu at [info@peterdhu.com.au](mailto:info@peterdhu.com.au) or Fax 08 6314 1620

### CONNECT WITH PETER

- [peter@peterdhu.com.au](mailto:peter@peterdhu.com.au)
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- [Peter Dhu](https://www.linkedin.com/in/PeterDhu)
- [bit.ly/PeterDhu](https://www.youtube.com/channel/UC...)

### TESTIMONIALS



*I attended several of Peter's workshops and have continued to have coaching sessions with him. **Peter challenges and inspires me to change my way of thinking, gives me practical tools to combat critical self-talk, and motivates me to take action after every encounter.** I highly recommend Peter as an engaging and inspiring facilitator and coach.*

KIRSTEN SALMON  
FINANCE MANAGER,  
AUSTRALIAN INSTITUTE OF  
COMMERCE & TECHNOLOGY

*I have engaged Peter's wonderful presentation and mentoring skills to develop staff on multiple occasions and within different organisations. **The workshops are great for enhancing the confidence of staff who are not primarily trainers but find themselves needing to deliver internal or external information or training sessions.***

MELISSA SCATES  
HR ADVISOR, JUNIPER



On receipt of your registration, we 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.

