

**Title:** Public Speaking Skills for Workplace Success – Say it Out Loud  
**Duration:** 60-90 minutes  
**Speaker:** Deborah Jenkins, PHR, SHRM-CP

**Course Description:**

There are situations in everyone’s career and personal life in which speaking in public is required. It may be to a large crowd or to a small group of two or three. Not every personality feels at ease with this ‘opportunity’. Improving your public speaking skills through proper preparations, body language awareness, and vocal expression will produce greater self-confidence, effective audience influence, and improved relations. Let your voice be heard, and remembered, by speaking up.

Public speaking is a soft skill that necessitates strong communication skills, enthusiasm, and the ability to engage an audience. It is essential not only for public speaking and speeches, but also for professional presentations, training events, motivational speaking, and general conversations. Consultants, trainers, managers, clergy, sales representatives, and teachers, for example, all have reasons to speak in public from time to time. Employers value dynamic and well-prepared speakers and having this skill set can even help you land leadership positions and important roles.

Most professional-level positions necessitate some level of public speaking. Functions such as presenting findings, pitching proposals, training staff, and leading meetings are frequently required. A poor speaker can make an otherwise appealing product or proposal appear less than appealing, whereas a polished speaker can add allure to an otherwise mediocre proposition.

Whether you plan ahead of time or just go with the flow, you must be able to construct talks that are rational, coherent, and easy to understand, as well as cover all of the points you want to cover.

Public speaking skills training is valuable for all employees, including the management team. By learning what speaking skills to work on and how to improve them, you will feel more at ease and become a greater influencer.

In this resource-loaded, fast-paced, and relatable course, you will be offered tools, tips, and techniques to use to successfully lead your team. At the conclusion of the training, there will be action items provided to help you apply the learnings objectives to achieve future success.

This is a PowerPoint instructor-led presentation that includes lecture, audience participation, key takeaway action plans, and is qualifiable for 1.0 CEUs per instruction hour.

**Objectives include:**

- Recognize why public speaking is inevitable.
- Realize why it is important to practice public speaking.
- Learn tricks to help improve speaking skills.
- Identify opportunities to practice.

**Course Outline:**

1. Why must I publicly speak? – Improve self-confidence, audience influence, and relationships
2. Tricks of the trade.
3. ABC's of public speaking – Prepare, Execute, Conclude
4. Prepare – Self, Setting, Message, Awareness
5. Execute – Body Language, Voice, Words, Listening
6. The Power of One Word
7. Conclude – Summarize, Call to Action, Open Door
8. Opportunities to Practice.

**Why Attend:**

Attending this training will help you and your team grow professional skills and discover how to work towards continued success for yourself, your team, and your organization. It will help you to advance your current success, boost your chances to meet your future goals and aspirations, and to inspire others to follow your lead. Further, this course will help your team better understand company-wide expectations of individuals and teams to achieve desired results. When workplaces incorporate these cultural principles, the work environment becomes a place to look forward to coming into with enthusiasm.

If developing your skills aren't addressed by you or your organization, there is a risk of individual, team, department, and organizational failure by not reaching the full potential of everyone.

**Who Will Benefit:**

Everyone that interacts with others and aspires to continue their professional development will benefit from this training. That includes anyone from front line workers to the leadership team. It is also general information that is relevant to all industries including human resources, medical, legal, hospitality, transportation, government, sales, communications, education, insurance, science, engineering, banking, non-profit, fitness, investment, realty, marketing, construction, and more. Human Resource Professionals, Supervisors, Managers, Business Owners, CEOs, COOs, CHROs, Presidents, Vice Presidents, Employees.

**Speaker Profile:**

Deborah Jenkins has over twenty years of experience as an Accounting and Human Resources (HR) Professional. She has served in senior leadership roles as well as supporting businesses as an HR generalist, payroll specialist, training and development provider, and benefits administrator. The variety of industries she has contributed to spans the public, private and non-profit sectors. From this, Deborah has derived a broad understanding of the challenges facing business leaders, HR professionals, and all personnel. After having spent years broadening her skills, knowledge, and experience, Deborah now serves her clients as a Human Resources Consultant, Leadership Development and Workforce Training Expert, Motivational Speaker and Executive Coach through her business, HR Solutions, LLC.

To prepare her for these opportunities to serve her clients, Deborah earned a Bachelor's Degree in Human Resources Management and an Associate's Degree in Accounting. She further is a certified Human Resources Professional from leading associations in the world, including a Professional in Human Resources (PHR) from the Human Resources

Certification Institute, a Society for Human Resource Management Certified Professional (SHRM-CP), and a Toastmaster's Competent Leader (CL). To offer additional value-added tools to her services, Deborah has completed training and is an Authorized Partner and Trainer with Wiley's Everything DiSC®.

Deborah believes that learning is a lifelong adventure, and she continually pursues personal and professional development. She also believes in giving back to her community and has been an active board member for several non-profit organizations including local Toastmaster's Chapters and both the local Society of Human Resource Management (SHRM) chapter as well as the Montana State Council SHRM.

By sharing knowledge, inspiring others, and continually pursuing personal growth, Deborah aspires to ignite both individual and corporate success, thus enhancing overall well-being and shared fulfillment. Her goal is to assist others to develop more effective communications, supportive collaboration, and harmonious concord to reach superior streamlined, successful, and enjoyable results. Starting her own business in 2013 allows her to allocate her energies to accomplish this mission and focus in the areas she's most passionate about: Leadership Development, Workforce Training, Motivational Speaking, and Human Resource Management Consulting.

When Deborah is not working, learning, or volunteering her time, she enjoys hanging out with family and friends, spending time outdoors with Mother Nature, and taking in the arts and entertainment offered in her home state of Montana and beyond.



### **Scheduling:**

Contact us at: [HR Solutions](https://www.HRS-MT.com) | [Contact Us \(hrs-mt.com\)](mailto:Deborah.HRS@outlook.com)