



COMMUNICATION AND WRITING SKILLS | CWS-019

Public Speaking and Speech Delivery

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Course content

Why Attend

Public speaking is one of the most valuable professional skills and one of the most feared. Confident speakers influence decisions, inspire teams and represent organisations well.

This Aractech course covers managing nerves, structuring talks, openings and closings, voice and body language, storytelling, engaging audiences, handling questions and speaking in different settings. Participants deliver recorded speeches with feedback.

Course Methodology

- Speaking practice
- Video recording and feedback
- Exercises
- Peer coaching
- Group discussions

Course Objectives

- Manage nerves and build confidence
- Structure talks for impact
- Open and close powerfully
- Use voice and body language effectively
- Engage audiences with stories
- Handle questions confidently

Target Audience

- Managers and leaders
- Professionals presenting to groups

Course content

- Spokespeople
- Trainers

Course outline

Detailed course outline

Day-by-day outline for Public Speaking and Speech Delivery.

Day 1 - Confidence

- 09:00-09:45 | Understanding nerves
- 09:45-10:30 | Preparation
- 10:30-11:00 | Mindset
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Mindset (continued)
- 11:45-12:30 | Breathing
- 12:30-14:00 | Practice: Short talk

Day 2 - Structure

- 09:00-09:45 | Clear structure
- 09:45-10:30 | Key messages
- 10:30-11:00 | Openings
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Openings (continued)
- 11:45-12:30 | Closings
- 12:30-14:00 | Workshop: Speech outline

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Day 3 - Delivery

- 09:00-09:45 | Voice
- 09:45-10:30 | Body language
- 10:30-11:00 | Eye contact
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Eye contact (continued)
- 11:45-12:30 | Pace and pauses
- 12:30-14:00 | Practice: Recorded delivery

Day 4 - Engagement

- 09:00-09:45 | Storytelling
- 09:45-10:30 | Audience interaction
- 10:30-11:00 | Visual aids
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Visual aids (continued)
- 11:45-12:30 | Humour
- 12:30-14:00 | Exercise: Story practice

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Day 5 - Questions and Settings

- 09:00-09:54 | Handling questions
- 09:54-10:48 | Difficult audiences
- 10:48-11:00 | Virtual speaking
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Virtual speaking (continued)
- 12:12-13:06 | Panels
- 13:06-14:00 | Capstone: Final speech

Seminar dates

Available seminar dates

Live dates and pricing for Public Speaking and Speech Delivery generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Rome	Classroom	€3,460
14 - 18 December 2026	Munich	Classroom	€3,225
18 - 22 January 2027	Barcelona	Classroom	€2,815
15 - 19 February 2027	Paris	Classroom	€3,825
15 - 19 March 2027	Frankfurt	Classroom	€1,875
19 - 23 April 2027	Barcelona	Classroom	€2,815
17 - 21 May 2027	Istanbul	Classroom	€1,978
21 - 25 June 2027	Rome	Classroom	€3,460
19 - 23 July 2027	Munich	Classroom	€3,225
16 - 20 August 2027	Barcelona	Classroom	€2,815

Seminar dates

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Date	Location	Format	Fee
20 - 24 September 2027	Paris	Classroom	€3,825
18 - 22 October 2027	Frankfurt	Classroom	€1,875
15 - 19 November 2027	Barcelona	Classroom	€2,815
20 - 24 December 2027	Istanbul	Classroom	€1,978
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

Seminar dates

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Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
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