

# Speechcraft - Short Courses

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Toastmasters International District 17 Inc.

ABN: 81 903 054 689

***“An opportunity for you to succeed”***

***Is fear standing in the way of your success? You can conquer that fear, painlessly and enjoyably, by attending a recognized Speechcraft program conducted by Toastmasters International ... at a venue near you!***

## What is Speechcraft?

Speechcraft is a program to develop your public speaking ability and so much more. The program is not held in a classroom, and you don't receive a grade.

You will gain confidence in all aspects of communication, including written and impromptu speeches, audio-visual aids, body language, active listening and critical evaluation.

Your course coordinators are accomplished Toastmasters who present the fundamentals of public speaking and effective communication in a relaxed atmosphere similar to their own Toastmasters Club environment.

## Learn by doing

In Speechcraft, you will learn through practice and by studying the professionally prepared materials provided. Through participation you will become an experienced and poised presenter. Your Toastmaster mentors will help you prepare for your short presentations.

Fortunately, public speaking is a skill that can be learned. In just a few short sessions, you may not get rid of the butterflies in your stomach, but you'll certainly have them flying in formation!

## How will Speechcraft help you?

Speechcraft will help you communicate more effectively at work, home and socially. You will learn to organize and present your ideas logically and convincingly. In doing so you will develop the self-confidence you need to handle any speaking situation with ease.

On the job, you will be able to work more effectively with your employer, associates, subordinates, and clients.

Conversation at home with your family, or socially with your friends, will become more relaxed and enjoyable.

At the end of the course you will receive a signed Certificate of Completion ready for addition to your portfolio or resume.



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## You will...

- Be provided with a professionally designed manual and support materials
- Obtain instruction from experienced Toastmasters
- Practice impromptu and prepared speaking; and speech evaluation
- Learn about how to engage your audience and maintain contact using voice; gestures; body language; speech structures and techniques



# Course Options

## Public Courses

Public courses are where individuals, either privately or work sponsored, join together.

Public courses run for 6 weeks with 2hr weekly workshops for a total of 12 contact hours, and are conducted outside normal working hours in Perth city and on occasion at metropolitan locations. The Speechcraft course dates are located on the District 17 Toastmasters website. After emailing your interest, you will be sent more details about the course, updated availability and a registration form. On receipt of a completed registration form for your preferred course dates, you will be sent a confirmation email.

This program offers the convenience of undertaking a course individually, with a friend or with a few work colleagues, and mixing with people from a wide range of backgrounds who quickly become close new friends!

The investment for attending a Public course is based on an extremely affordable per person rate.

## Corporate Courses

Corporate courses may be conducted using the host employer's venue and training resources. A flat fee is charged for this six week course regardless of the number of participants involved. A minimum of six and a maximum of ten participants are required to effectively conduct the program which is tailored to suit the needs of the employer and employees.

Toastmasters is not a commercial business and is not driven by profits. It is a 'not-for-profit' organisation and no GST is applicable. Compared with commercial training organisations' our Corporate programs represent outstanding value.

## Typical Public Course Outline

Courses can be varied to meet participant needs

### Week 1:

**Educational:** Dealing with Nerves

How to talk "off the cuff."

Impromptu speaking session

**Educational:**

How to give an Introduction

How to give an Icebreaker Speech

Discussion of next speech – 'Icebreaker'

### Week 2:

Impromptu Speaking

**Educational:**

How to use lectern & notes.

'Icebreaker' speeches and evaluations

Discussion of next speech – 'Organise Your Speech'

### Week 3:

Impromptu speaking

**Educational:** Evaluations

'Organise your Speech' speeches & evaluations

Discussion of next speech - 'Get to the Point'

### Week 4:

Impromptu speaking

**Educational:** Using visual aids and body language.

'Get to the Point' speeches & evaluations

Discussion of next speech – 'Show what you Mean.'

### Week 5:

Impromptu speaking

**Educational:**

'Vocal variety' 'Show what you mean' speeches.

Participant delivered evaluations.

Discussion of next speech – 'Speechcraft Graduation'

### Week 6:

Impromptu speaking

**Educational:** Life after Speechcraft; Toastmasters WA

'Speechcraft Graduation' speeches & evaluations.

*Presentation of Certificates*

*Participant Feedback*

Please note that some changes may be made to course content to meet the needs of participants or the availability of specialist presenters.

## How to register or get more information ...

Public course dates, times, locations and Speechcraft contact details can be found on our website at <http://toastmastersd17.org/speaking-help/speechcraft/speechcraft-courses/>

If you are looking for a Corporate course to be conducted in your organisation, please contact the Toastmasters District 17 Speechcraft Coordinator via the website.

