

Public Speaking: Presenting for Confidence In the Workplace

About the Course

Build your confidence and develop practical public speaking skills for the workplace.

Whether you're delivering presentations, speaking in meetings, or introducing ideas to colleagues, this interactive course will help you communicate with greater clarity and impact. Through practical exercises and supportive feedback, you'll learn techniques to manage nerves, structure your message, and engage your audience with confidence.

Course Learning Outcomes

- Plan and give a short workplace presentation with a clear beginning, middle and end.
- Use simple techniques to speak more confidently and engage an audience.
- Reflect on your own presentation and identify one strength and one area for improvement.

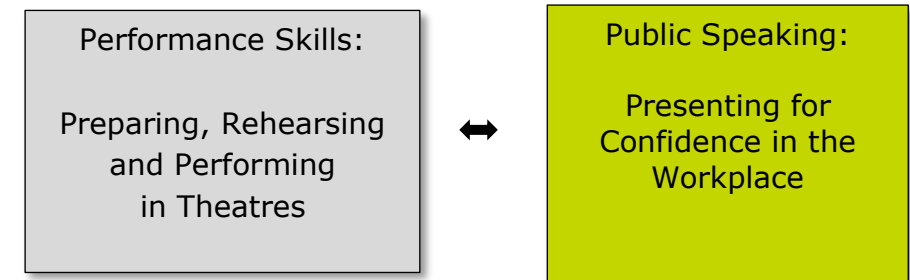
Please note: To successfully complete this course, you must commit to full attendance and punctuality. You will also be required to use basic digital skills throughout the course to access and support your learning materials.

What is needed for the course

Come along so you can develop your confidence and practical public speaking skills so you can communicate effectively and professionally in a range of workplace situations.

If you need any additional support, please call us: 020 8583 6000

Progression Pathway



We can also provide you with information, advice and guidance for employment or further learning.

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email work@hounslow.gov.uk or
- ▶ Visit www.workhounslow.co.uk