

A Masterclass for Success

Public Speaking & Presentation Skills

Speak with confidence to any size of audience and get your message across **influentially**



Tuesday, January 29, 2019



Pearl Continental Hotel Karachi



09:00 am to 05:30 pm



Course Facilitator:

Muhammad Zaid Kaliya FCA, FCCA, CIA, DTM

Chief Financial Officer – Shield Corporation Limited

Zaid Kaliya is a strategic CFO, a motivational speaker and an inspirational leader. He is a Chartered Accountant by profession. He is a fellow member of the Institute of Chartered Accountants of Pakistan (ICAP), Association of Chartered Certified Accountant (ACCA) and the Institute of Internal Auditor (IIA).

Course Overview

You're about to give a talk. You've practiced, you think you're ready, but then...

Your heart starts to pound, your mouth gets dry, your hands get sweaty, your brain goes blank, and you feel like throwing up. What's going on? Welcome to the wonderful world of speaker's anxiety.

Fear of public speaking is the most common of all phobias. It's a form of performance anxiety in which a person becomes very concerned that he will look visibly anxious, maybe even have a panic attack while speaking. Many people find it uncomfortable; but for some people, it is so **daunting** that it makes them feel really sick. In fact according to many surveys, the average person ranks the fear of public speaking higher than the **fear of death**.

But whether you love it or hate it, all of us know that it is inevitable if we want to achieve success in our professional and personal lives. Effective public speaking is an essential tool that empowers you to share your vision, influence others and gain support for your ideas. Needless to say, the better your public speaking, the greater your chances are for success!

This practical course will help you to refine and perfect your public speaking, and make presentations with real impact. The course is aimed at anyone who has to speak in public, or deliver presentations as part of their lives. In this course, you will learn to interact with confidence, to speak with clarity and to inspire any audience with what you say and how you say it.

What You Will Learn

- Persuasive Communication techniques
- Usage of powerful language patterns that move people to action and increase the influence and persuasion of your message
- How to look comfortable, confident and relaxed in any speaking situation
- Speak in a clear & memorable way (this is the hardest for most people)
- Know exactly what to do when speaking to any size audience on any occasion in any format
- How to structure an effective presentation.

Who Should Attend?

- Anyone who speaks publicly and/or give presentations for any purpose, such as internal communication within an organization, business presentations and training, etc.
Specially for Leaders, Managers, Human Resource Professionals, Sales and Marketing Personnel, Individuals looking for an edge.

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Workshop Schedule

Opening

Introduction and opening remarks

Basic Ingredients of Inspirational Public Speaking Skills

A presentation outlining different aspects of Inspirational Public Speaking

Module 1: Crafting Your Speech for any Occasion

- Significance and techniques of strong opening and closing
- Body of the speech (tailored to different management levels and audiences)
- Craft a speech for corporate and general audiences

Activity: Prepared Speech Delivery & Evaluation

Tea Break

Module-2 Connecting Without Words

- Explaining different aspect of body language
 - Explaining different aspect of vocal variety
 - Inviting different participants to practice vocal variety
- Explaining different type of rhetorical devices

Activity: Writing a Paragraph Using Rhetorical Devices

Wrap-up of Module-2

Prayer and Lunch Break (One Hour)

Module-3 Instant Thinking and Speaking Skill

Activity: Impromptu session (A speech topic selected at random to enable participants to speak without preparation in a corporate environment)

Evaluation

Module-4 Get Comfortable With Visual Aids

- Do's and don'ts of visual aids

Activity: Using a variety of visual aids to present to senior management and Board Techniques Practice

Bonus Module: Get Inspiration from Champions

Workshop recap, Participants' Comments and Certificate Distribution

Training Requirements

- A desire to break the fear of public speaking
- A willingness to speak out loud and not simply read or watch videos about speaking
- A willingness to try things outside of your comfort zone in order to learn new speaking skills

Course Facilitator:

Muhammad Zaid Kaliya

FCA, FCCA, CIA, DTM



Zaid Kaliya is a strategic CFO, a motivational speaker and an inspirational leader. He is a Chartered Accountant by profession. He is a fellow member of the Institute of Chartered Accountants of Pakistan (ICAP), Association of Chartered Certified Accountant (ACCA) and the Institute of Internal Auditor (IIA).

He is working as a Chief Financial Officer at Shield Corporation Limited. He has also served as Chief Audit Executive at Pharmevo (Private) Limited. He has also worked at KPMG Taseer Hadi & Co. undertaking various external and internal audit engagements.

He is the founding President of CA Toastmasters Club Karachi and the Secretary of Karachi Toastmasters Club. He mentors a number of aspirants to public speaker. He has a passion to ignite the fire in people. He is the editor of SPEAK – e-newsletter of Karachi Toastmasters Club.

He has won many speech contests which includes motivational speech contest, humorous speech contest, tall tales speech contest, speech evaluation contest. He has proved his mettle by winning laurels and accolade in contests abroad and in an online setting. He has been awarded Distinguish Toastmaster Award by Toastmasters International.

He is the member of Professional Accountants in Business (PAIB) Committee and Continuing Professional Development (CPD) Committee of the Institute of Chartered Accountants of Pakistan. He is a Certified Director from SECP approved institution and The Leadership Grid Graduate from Gil Pak.



REGISTRATION DETAILS

Regular Fee: **Rs. 19,500** per participant

***Special Offer:** Register 3 participants and get the **4th Free**

Includes courseware, certificate, lunch, refreshments and business networking.

For registration(s), send us your **Name, Designation, Organization, Mobile, E-Mail** and **Postal Address** to register@terrabizgroup.com

For further information please contact

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Terrabiz Cancellation Policy: For cancellations made in the 7 working days to the workshop, no refunds will be given. Cancellations must be confirmed by email. Substitutions may be made at any time.