

Norwich Public Speakers

Course Manual

And Application for Enrolment

*Our aim is to help you become more vibrant individuals
of society, fearless of getting where you want to be.*

Course Start Date: TBC

Rise
Nothing's impossible

About Us and Public Speaking

We started in 2012 and across the years, we have given to the community in numerous ways. We are a group dedicated to helping people overcome their fears and to make them more confident people in society who are unafraid of voicing their views.

People often fear public speaking more than they fear death and end up not doing anything about it. What most people don't realise is that once you address this (greatest) fear, they become confident in doing many other things in life. Some examples include:

- Being able to speak to new people in social situations
- Being able to speak up in meetings
- Not letting other people walk over you
- Greatly boosting your own career (by having more confidence and being more of a people person)
- Public speaking helping you to speak your mind
- And most importantly, learning how to not care about what others think of you. This is one of the greatest feelings in the world.

Our public speaking groups have been running for over a year. Along the way, our group has helped a number of people. Some real examples include:

- Someone who was not able to read out loud at university who then went on to running his own public speaking group
- Another person, who had been scared of speaking in public now runs his own public speaking workshops in London whilst making a career out of it
- A health worker who was terrified of going to work because of the pressure of having to speak in meetings. She confesses she now has a hard time staying quiet!

And then there are many people who had problems meeting new people due to low self-esteem or confidence who then became completely opposite in their character! We know this when - after a couple of months - the shy, timid person who had been sitting in the corner of the room in their first session, became popular and very talkative.

Being confident also makes you happier. For example, when you feel more powerful and more confident, you feel like you have more energy and more happiness.

Since we started, we have had people from all background and ages in our workshops. We have had medical professionals, lawyers, authors, students, retail workers, people who are looking for work and retired people. You name it, we have had them. What almost all of them had in common when they first started was that they were terrified of public speaking. People mention that they experience various symptoms such as:

- Shaky legs
- Losing their voice
- Feeling tearful or crying
- Feeling as if they are going to faint

- Panic attacks – sweating, feeling light headed
- Feeling an impending doom

These are just a few.

Our group is NOT about theory. We won't be teaching you about the "psychology of public speaking" or use hypnosis, neuro-linguistic programming etc to make you better public speakers because, to be honest, there is no better way of learning how to overcome your fears than by actually doing it. However, the whole point of our group is to not throw you in at the deep end but to help you walk through the process slowly.

Why you will feel at ease with us

- You will never be picked to take part in any activity (we understand how difficult it can be to stand in front a group and we respect that)
- You are always in control. We have a "Pause" feature, where you can just say "pause" in the middle of any activity and go and sit down. You can then continue with it if you feel comfortable later in the session.
- Although we have set certain activities (milestones, speeches, presentation) for you to do along the course, you can opt in or out of any of them.
- You will be given the opportunity to declare any special requirements before you join the group. We will accommodate all requests to help you fully enjoy the course.
- You will be given a mentor, who will be someone who has gone through all the stages just like you. They will guide you when you need help.
- All the information you share with us is confidential and will not be passed on to the trainer or any other member of the group unless you ask us to. If we feel it is important that we share anything with the trainer, we will get your permission first.

How this course can help you

- Confidence

If there is any one reason, you are signing up for this course, it should be this.

- Improved career prospectus

Having the confidence to speak freely and express yourself will come in handy greatly in job interviews and also within a job. This way, you would be able to focus more on the subject matter and not on controlling your nerves.

- Certificate of achievement

When you give each of your speeches, you will be assessed on how well you have achieved the different objectives of each speech. If you get over 60% overall across all speeches, you will be awarded a certificate outlining your achievements and also the fact that you have given a presentation to a big audience (final event of the course).

Course structure

Giving a speech can be terrifying, especially when you are first starting. For this reason, we have put together a set of milestones for you to achieve before you actually start with the speeches.

Very often, most individuals need extra help, support and specialised exercises to help them slowly get over their fears. Even though this course has a set structure, we will always integrate specific activities depending on the

individual's needs.

About the Trainer

Mr. Hannam has been a trainer at our group for three months now. He has several years of experience doing public speaking.

We constantly assess our trainers to ensure they are delivering high quality training we expect of them.

Milestones

Your First day

We know it is scary. At first, most people just choose to observe and that is fine. However, we encourage you to say at least 2 sentences about yourself just sitting down without standing up in front of the group. We will be doing a lot of exercises to help you to slowly start speaking within the group.

Second milestone

2 minute speech about yourself whilst sitting down. You may look at a piece of paper for this speech to keep you on track.

Third milestone

1 minute speech standing up on the spot.
Topic: Why I joined the Public Speaking Group.

Fourth milestone

Stand for 1 minute in front the group without saying anything, but just scanning the group with your eyes. (As with any activity, remember, you can use PAUSE).

Fifth milestone

1 minute speech in front of the group about your favourite holiday destination.

Sixth milestone

2 minute speech on any topic, standing in front of the group.

Speeches

For these speeches, you may choose any topic of your choice. You will be assessed on how well you achieve the objectives of each speech. We recommend that you rehearse your speech at least three times at home.

You will be marked on the following domains although they may differ slightly depending on the speech you are giving:

- Introduction
- Body language
- Structure
- Variation in tone of voice
- Volume and voice projection
- Content of the speech
- Conclusion

As you work your way through the speeches, you should integrate objectives from the previous speeches you have given as well as focusing on the new objectives.

For each of the above domains, you will get a mark out of 10. These scores are then added together to give the final score for the speech.

First Speech - 4 minutes

Objectives

- To speak before an audience
- To become aware of your strengths and weaknesses as a speaker

Second Speech - 5 minutes

Objectives

- Grab the audience's attention with the introduction
- Have an appropriate body and conclusion to the speech
- Connect different ideas effectively – use signposting
- End the speech with a clear conclusion

Third Speech - 5 minutes

Objectives

- Use variations in tone and volume to stress certain points
- Think about voice projection – Imagine you are giving a speech to 200 people and make sure everyone can hear you
- Use at least three pauses within the speech
- Maintain appropriate eye contact – make the audience feel addressed

Fourth Speech - 5 minutes

Objectives

- Use the stage space effectively – moving around as appropriate
- Maintain a stable posture

Recite a poem - 5 minutes

Objectives

- Express emotions appropriately
- Focus on body language, pauses, variation in tone and volume
- Use appropriate dramatic gestures

Speech Competition

This competition will be held around the 9-10th week. You will be required to prepare a 7 minute speech on any topic of your choice.

Each member of the audience will give you a score out of 10. All these scores, will be added together and the best speaker will be selected. Note that, in this course, everyone is a winner!

You will get a separate certificate for winning this competition, as well as a prize. You will also be offered the opportunity to conduct a 2 hour public speaking training session.

The presentation

You will have the opportunity to give a speech before an audience of about 50-100 people. As spaces are limited, we will only be able to offer speaking slots at the presentation to about 10 people. If you are interested, you will have the opportunity to express your interest towards the end of the course.

You will deliver around 7 minutes of the talk to the audience.

We will design the presentation content for you. It will very likely be based on raising awareness about an important health matter.

Participants

We will accept a maximum of 17 participants on this course.

Attendees come from all backgrounds and ages. However, note that if you do not consider yourself to be a beginner, this would not be the course for you. We will have a Level 2 course coming up once this is over.

Sessions

Each session will last 2-3 hours and will be held between 6 to 9 pm on a Monday. The length of the session will depend on the number of people accepted on the course.

Course Fee

The fee for the entire programme (10 weeks) is £99. We will need a deposit of £80 to be paid to us before you sign up for this course. £40 will need to be paid to our bank account once you are offered a place and we will accept a cheque of £40 for the remainder of the deposit. However, we will not process the cheque until two weeks has passed.

We really want to make sure anyone who is really interested can attend without financial factors playing a part in it. If you are having any financial difficulties, do write to us and we will do our best to help you. In extreme circumstances, we will offer a free pass after having looked at some evidence. The information you share with us will be kept confidential.

Note that, a similar course would cost £350+ elsewhere.

Application Form

This form is to be completed by all participants before joining this course. The information you share here will not be passed on to any other party.

We will use it to identify individuals who need extra help and to award the places to those who really need it. If we decide you would benefit from doing a particular activity within a session, we will write to you to discuss this.

1. Please rate each of the following statements out of 10, where 10 is you strongly agree and 1 is you strongly disagree. You may use the space to write any additional comments.

I should be able to give a 1 minute speech while sitting down to a group of about 10 people

I experience panic attacks when giving a speech

I should be able to give a 1 minute speech before a group of about 10 people

The course structure outlined here seems a bit difficult for me

I am really interested in doing my presentation at the final event

I am worried about how the group will perceive me / if they will judge me

2. What do you expect to get out of this course?

3. Briefly outline your previous experience in public speaking.

4. If you have any other comments, feel free to let us know including any special requirement.

Once you have completed the form, please save it and email it to the email address given below.

Course Registration

To register on this course, please make sure you familiarise yourself with all the information given here so you know what to expect. If you have any questions about the programme, please email us.

Since the number of places on this course are limited, we will award the available spots based on the answers you have given in the application form.

If you have been selected, we will write to you within 5 working days of your application.

For more information, please email us on publicspeaking@risetutors.co.uk

www.risetutors.co.uk
info@risetutors.co.uk