

*Instructor-Led Online Training* +

*2 days of face-to-face role play on campus (Karachi)/Online*



# THE ART OF PUBLIC SPEAKING

October 24 - November 14, 2020 | Every Saturday  
10:00 am to 2:00 pm (PKT) | @ZOOM

Training Investment:

PKR 20,000/-

Fee includes real time learning from expert, training material & certificate

Early Bird Discount of 15% on registering by October 10, 2020

\*Group Discount of 15% for 5 or more participants is applicable



# Objective

To provide participants with the practical skills and knowledge necessary to express themselves clearly, with confidence and power, in a variety of speaking situations. Students will be taught presentation techniques; how to plan and structure an effective presentation; how to develop ideas; effective delivery methods; and how to overcome anxiety, fear and nervousness when making a presentation.



*Role play will be conducted on last 2 days of training. Participants from Karachi can come to IBA City Campus. Participants from other cities/countries can join online*

# Topics

1. Public Speaking Techniques:
  - One Way and Two Way Communication
  - The Communication Cycle
  - Barriers to Communication
  - Objectives of Presentations
  - Identifying ones audience
2. Planning and structuring an effective presentation
  - Choice of medium for presentation
  - Methods of introducing subject/Start up
  - Language
  - Visual Aids
3. Developing ideas
  - Elements of expository writing for presentations
  - Sequencing Patterns
4. Delivery:
  - Verbal and non-verbal (gestures, facial expressions)
  - Body Language
  - Tone and Volume
  - Capturing and maintaining audience interest (humor, references)
  - Techniques (eye contact, questioning styles etc.)
  - Effective use of audio visuals
5. Anxiety, Fear and Nervousness
  - Overcoming fear etc
  - Breathing techniques
  - Being prepared
6. Impromptu speaking
  - Method
  - Style

## Target Audience

- Principals & Teachers
- Managers
- Training Personnel
- Communication & Media Personnel.
- Anyone seeking to upgrade and polish their skills in public speaking.



# TRAINER: AISHA BELA MALIK

As a Management consultant & Corporate Trainer, Aisha Bela helps organizations to solve issues, create value, maximize growth and improve Institution's performance. She provides objective advice and expertise and help an organization to develop any specialist skills that it may be lacking.

She is associated with IBA Center of Executive Education as a corporate trainer. She has conducted various training on Communication skills, Presentation Skills and Public Negotiations and is primarily concerned with the strategy, structure, management and operations of a company, She suggests recommendations for change, as well as advising on additional resources to implement solutions.

Areas of Expertise include: Personal Development, Leadership Skills, Communication Skills, Soft Skills, Business Strategy, E-business, Financial and Management control, Human Resources, Information Technology, Marketing, Supply-chain Management. She has represented Pakistan as Women Entrepreneur Chairperson in ECO CCI meetings held at Tashqand & Istanbul from the platform of Federation of Pakistan Chambers of Commerce & Industry.



## REGISTRATION OPEN!

Registration Link: <https://tinyurl.com/speaking2020>

### Training Investment:

PKR 20,000/- inclusive of training material & certificate

Early Bird Discount of 15% on registering by October 10, 2020

\*Group Discount of 10% for 2 or more participants from same organization

\*\*Group Discount of 15% for 5 or more participants from same organization

\*Fee is inclusive of all taxes

Payment can be made via Pay Order in favor of "IBA Karachi"

{Pay Order will be received at IBA City Campus from 9 am to 4 pm).

Please follow the COVID-19 SOP while visiting campus} Or deposit the cash/online transfer in the following  
MBL Account:

Account Title: IBA Karachi | A/c Number: 9911-0101960067

Bank Name: Meezan Bank Limited | Branch: Jubilee Market Branch Branch Code: 9911 |

Currency: PKR | SWIFT Code: MEZNPCKA | Bank Address: Meezan Bank Ltd,

Jubilee Market Branch, Karachi | IBAN # PK 43 MEZN 00 9911 0101960067

Branch License # : BRL 21250