

IBA Skills Development Programs

A Master Class of Success

Become a Professional Speaker

Ideal For:

**Professionals of HR,
Finance, Marketing,
Sales, Procurement**

If you want to:

- ✓ ***Speak like a pro***
- ✓ ***Climb your career ladder***
- ✓ ***Inspire your audience,
clients, colleagues etc.***
- ✓ ***This master class is you!***



Instructor: Zaid Kaliya

**March 06 & 20, 2021
(On-Campus/Online)
9:00 am to 1:00 pm**

Investment: PKR 8000 (Excl. of 5% SST)

Register Now: <https://tinyurl.com/BAPS2021>

Contact: 021-38104700-01 Ext. 1801, 1811), besdp@iba.edu.pk

Become a Professional Speaker

TOPICS

Crafting an inspiring speech for any occasion

Engaging the audience with unique delivery style

The Power of Visual Aids

Off the Cuff Speaking Techniques

Story Telling

Humour

Test Your Self

LEARNING OUTCOMES

- Crafting an effective speech
- Persuasive communication technique to win your audience
- Usage of powerful language, gestures, vocal variety that moves people to action and increases the influence and persuasion of your message
- To be comfortable, confident and relaxed in any speaking situation.
- Story Telling Techniques to have a lasting impact
- Use of humour to break the monotony of technical presentations.

FACILITATOR

Zaid Kaliya is a strategic CFO, a motivational speaker, a proficient coach and a corporate trainer. He was a 2nd place in Winner International Video Speech Contest 2019. Zaid also conducted 100+ workshops, training programs, speaking gigs and hosted mega events, and coached 200+ aspirants to professional speaking. He holds 15+ years of professional experience working as a Chief Financial Officer and Head of Internal Audit in various companies in FMCG and Pharmaceutical sector.

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Course Contents

- ✓ **Module 1: Warm-up**
 - Introduction
 - Activity 1: A Journey of thousand miles starts with a single speech
 - Objectives of Workshop
 - Agenda of Workshop
 - Ground Rules
- ✓ **Module 2: Crafting an inspiring Speech for any Occasion**
 - Inspiration from 261
 - Glossophobia & its Symptoms
 - Types of Speakers
 - Path to Become a Professional Speaker
 - Know Your Audience
 - Know Your Message
 - Importance of message and its golden rule
 - Tips and Techniques to create an engaging Opening
 - Tips and Techniques to write an inspiring Body of speech
 - Tips and Techniques to craft a fascinating Conclusion
 - Techniques to overcome Nervousness
 - Parts of Speech & Time Allocation
 - Virtual Meetings etiquettes
 - Activity 2: Craft your speech
 - Activity 3: Deliver your speech
- ✓ **Module 3: Engaging audience with unique delivery style**
 - Importance of Body Language
 - Various forms of Body Language and its usage
 - Importance of Vocal Variety
 - How to create vocal variety to break the monotony
 - Activity 4: Practice Vocal Variety
 - Activity 5: Observe & Learn Vocal Variety & Gestures
 - Activity 6: Deliver your speech
 - Feed back to level up your speech
- ✓ **Module 4: The Power of Visual Aids**
 - Importance of Visual Aids
 - Dos and Dents of Power point
 - Activity 7: Deliver your power point presentation
 - Feed back to level up your speech
- ✓ **Module 5: Off the Cuff**
 - Tips and techniques for off the cuff speeches
 - Activity 8: Off the Cuff
 - Feed back to level up your off the cuff speaking skills
- ✓ **Module 6: Story Telling**
 - Importance of Story Telling
 - Seven Steps of Story Writing
 - Activity 9: Group discussion on narrated story
 - Activity 10: Identify 7 steps of the story
 - Activity 11: Lets complete the story
- ✓ **Module 7: Humour**
 - Basics of Humour
 - Activity 12: Watch Video to identify humours
 - Create Humour to keep your speech alive
 - Activity 13: Incorporate Humour in your speech
- ✓ **Module 8: Test Your Self**