



Self Confidence through Effective Public Speaking ©

“What we need to become are speakers who know their material and who have the ability and the confidence to tell people their ideas, and have those ideas accepted”.

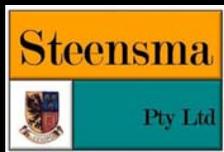
A program aimed at improving communication both at an individual and organisational level.





“What we need to become are speakers who know their material and who have the ability and the confidence to tell people their ideas, and have those ideas accepted”

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Speech♦Easy programs are aimed at improving communication both at an individual and organisational level. The programs can be tailored to individual and group needs and the amount of time available. The shorter the time the less interactive they are. Start and finish times are flexible to your needs



Self Confidence through Effective Public Speaking ©

This course is about preparing and delivering a speech or presentation.

The aim is to provide participants with the confidence, skills and practical experience to prepare and present information in a formal and informal environment.

Content: The Self Confidence through Effective Public Speaking course contains the following modules:

- Use and benefits of Effective Speaking
- Nerves and how to control them
- The Main Aspects of Speaking
- Introducing Visitors
- Introducing Guest Speakers
- Reading Aloud
- Attitude

Who should Attend: All persons who are required to present information in organisations, at meetings, seminars, workshops, conferences or any daily requirement.

Duration: Eight Hours in total. The course is delivered as a two x four-hour sessions (with a full day break in between, e.g. Mon & Wed).

Participants: Groups of up to 12 people. (Min eight – max twelve).

Location: All courses are conducted at the client's location, to reduce disruption through

time lost in travel and will allow the participants easy access to the workplace if the need arises.

Cost: \$440 per person (GST Inclusive).

Students receive a 150 page handbook

Example - Course Outline/Program



Day 1 - Mon

| | |
|---------------|--|
| 8:30 - 8:35 | Introduction |
| 8:35 - 8:50 | Use and benefits of Effective Speaking |
| 8:50 - 9:10 | Nerves and how to control them |
| 9:10 - 10:10 | Self-Introduction Exercise |
| 10:10 - 10:25 | Morning Tea |
| 10:25 - 11:50 | The Main Aspects of Speaking |
| 11:50 - 12:25 | Exercise – Introducing Visitors |
| 12:25 - 12:30 | Admin - Homework |

Day 2 - Wed

| | |
|---------------|---------------------------------------|
| 8:30 - 9:05 | Exercise – Introducing Guest Speakers |
| 9:05 - 9:35 | Reading Aloud |
| 9:35 - 9:40 | Attitude |
| 9:40 - 10:40 | Exercise – “About Me” |
| 10:40 - 10:55 | Morning Tea |
| 10:55 - 12:25 | Final Presentation |
| 12:25 - 12:30 | Course Evaluation/Closure |

Please note: in order to keep down the costs we don't supply fancy lunches. Please bring your own. Catering can be provided on request at your expense.



We do supply morning teas.

About us



Speech♦Easy is a training company that offers training programs that are aimed at improving communication both at an individual and organisational level.

In Jan 2004, Speech♦Easy partnered with Steensma Pty Ltd to co develop the "Self Confidence through Effective...." modules.



Steensma Pty Ltd is a specialty firm, located in Perth, Western Australia, whose primary focus is corporate and business support, which includes; alternative dispute resolution, management consulting & contracting and training solutions.



Other Courses we offer:

Self Confidence through Effective Meeting Management ©

Self Confidence through Effective Writing & Business Communications skills

Corporate Health & Physical Awareness Training

Business Leadership & Management courses



Ruurd Speelman

Managing Director - Speech♦Easy
Communication Consultant & MC

Ruurd Speelman has 35 years experience with Rostrum – a public speaking organisation – including the last 22 years as an Accredited Critic.

He is a Freeman of Rostrum; the highest title in the organisation, given in recognition of exceptional services to both Rostrum and the community. He is also a member of the Training Council Executive and a senior trainer and tutor.

In Feb 2000, Ruurd was awarded the Paul Harris Fellowship for services to Rotary Youth Programs through the development of public speaking and debating skills.

His public speaking responsibilities have included:

Adjudication at Rostrum Speaker of the Year.

Adjudication at Rotary Youth Speaking Competitions.

Debating as an instructor, speaker and adjudicator for Rostrum, schools and Rotary.

Private tutoring for personal wedding speeches.

Experienced Master of Ceremonies at official functions.



Ruurd Speelman. Communications Consultant & MC
Senior Presenter



Auke (JJ) Steensma

BBus (Log Mgt), MPM, MMR
MIAMA, MAICD
Managing Director Steensma Pty Ltd

Auke (JJ) Steensma is a highly sought after and practised business leader and senior manager with considerable commercial experience within the private, corporate and government sectors.

His specialisations include; alternative dispute resolution, management consulting & contracting and training solutions.



Auke (JJ) Steensma
Communications Consultant & Co- presenter

Steensma Pty Ltd and Speech♦Easy are solely Australian owned companies.



Interested?

If you would like to know more, please contact us



Address: 1 Wittenoorn Place Duncraig WA 6023

ABN: 41 129 541 699

Telephone: +61 (08) 9243 8987

Mobile: +61 0419 907 661

Email: admin@steensma.com.au

Website: www.steensma.com.au

Managing Director/Principal

Auke (JJ) Steensma

auke@steensma.com.au



Director/Business Manager

Stephanie Steensma

stephanie@steensma.com.au

Sterekte

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At Steensma Pty Ltd we are passionately involved in looking towards a better future and take a more active role in protecting the environment to make it a safer and more liveable place for our children's tomorrow. As a result of our green policy, we do not send out paper brochures to interested parties. All our brochures can be found in PDF format on our website or can be electronically sent to you, upon your request. Thanks.