

Speaking Effectively: To One or One Thousand

Kelvin Ong, MSc, DTM., First District Governor
Toastmasters International District 51

2-day practical
course with live
video recording
on VCD.

Objective

The ability to speak well in front of an audience has always been a challenge to many. Yet, undeniably, this ability is a crucial competency in becoming a highly effective person.

Speaking Effectively: To One or One Thousand helps you captivate, conquer and convince your audience. Learn the basic do's and don'ts on the use of microphones; familiarize yourself with body language that "speaks louder than words"; and use vocal variety for maximum impact.

Speaking Effectively: To One or One Thousand is a quick-fix programme designed to prime you for peak performance in your public speaking skills.

For Who

Students, executives, managers and professional staff who need to speak in front of an audience.

Workshop Content

- Planning Your Presentation
 - Clarifying Objectives/
 - Knowing Your Audience
- Script Writing
 - Structure, Style
- Rehearsing Your Presentation
- Use of Vocal Variety for Impact
- Use of Body Language
- Handling Questions & Answers Session
- Managing Different Types of Audiences
- Handling Impromptu Speech Assignments

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A speech is a solemn responsibility. The man who makes a bad thirty-minute speech to two hundred people wastes only half hour of his own time. But he wastes one hundred hours of the audience's time – more than four days – which should be a hanging offence.

Jenkin Lloyd Jones

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Workshop Leader

Kelvin Ong, MSc, DTM has 18 years experience in training and personal development. He is the First District Governor of the Pan-Southeast Asia Toastmasters District. He is also the only member in Asia to be named to the *President's Circle, Toastmasters International Hall of Fame*. Toastmasters International is today the undisputed world leader in communication skills training. Kelvin holds a Master of Science degree in Training with the University of Leicester, UK. He specialises in personal development, train-the-trainer and service skills training. He is a certified workshop facilitator of Personal Dynamics Institute (USA). He was also a certified facilitator for 7 Habits of Highly Effective People when he was the Training Manager of NUH. A freelance trainer with the National University of Singapore, Singapore Institute of Management, Singapore Human Resource Institute and several other institutions, Kelvin is also a founder member of MENSA Singapore. He is the co-author of the book "From Dream to Reality".



Want to know more?

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Also available: *The Magic of Attitudes, Making Training Fun, Service is a Habit*

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