

## EFFECTIVE COMMUNICATION SKILLS FOR THE WORKING PROFESSIONAL

In today's work place, it is often expected that an employee gives a presentation, either in-house or to a future business partner or client. And whilst some people are able to give an adequate presentation most people truly dislike the experience or have an overwhelming fear of doing it.

However, it is possible to be much more than an *adequate* speaker. With training and guidance adequate speakers can become **engaging, confident and effective communicators**.

The Julia Gabriel School of Education conducts workshops in the following areas to help working professionals build their communication skills. Each module is conducted over four hours.

### **Presentation Skills** – *How to give a smooth, polished and effective presentation*

- Understanding your audience
- Memorable openings and thought provoking endings
- Platform Technique
- Making a good first impression and sustaining it
- Creating and using impactful visual aids

### **Voice Production and Speech** – *Allow your delivery to match your content.*

- Correct breathing
- Vocal resonance
- Vocal projection
- Clarity and articulation
- Vocal variety
- 

### **Speaking with Confidence** – *How to overcome your fear of Public Speaking*

- Recognising the signs of fear and dealing with them
- Methods to free yourself of fear
- Body Language
- Personal appearance
- Improved self-confidence

Training can be customized to meet the needs of your organization.  
Please contact Lynette Chua at **+65 65089 896** or email  
**[adulthoodeducation@juliagabriel.com](mailto:adulthoodeducation@juliagabriel.com)** to enquire.