



## Public Speaking

SEHG-PD-2287 · Business · approx. 8 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

### COURSE DESCRIPTION

Welcome to the Public Speaking workshop. According to a survey by the Sunday Times of London, 41% of people list public speaking as their biggest fear. Forget small spaces, darkness, and spiders — standing up in front of a crowd and talking is far more terrifying for most people. However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career. This workshop will give you some valuable public speaking skills, including in-depth information on developing an engaging program and delivering your presentation with power.

Personal Development course: Public Speaking.

### WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

### SKILLS & LEARNING OUTCOMES

**Upon completion, the student will be able to:**

- Identify their audience
- Create a basic outline
- Organize their ideas
- Flesh out their presentation
- Find the right words
- Prepare all the details

### WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 8 instructional videos — 8 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

### MODULE MAP

- **Module 1 — Introduction**
  - Course Objectives
- **Module 2 — Identifying Your Audience**
  - Performing a Needs Analysis
  - Creating an Audience Profile

- Identifying Key Questions and Concerns
- **Module 3 — Creating a Basic Outline**
  - Outlining the Situation
  - Identifying the Task That Had to Be Performed
  - Listing the Actions You Took
  - Revealing the Results
- **Module 4 — Organizing the Program**
  - Making Organization Easy
  - Organizational Methods
  - Classifying and Categorizing
- **Module 5 — Fleshing It Out**
  - Identifying Appropriate Sources
  - Establishing Credibility
  - The Importance of Citations
- **Module 6 — Putting It All Together**
  - Writing Your Presentation
  - Adding a Plan B
  - Reviewing, Editing, and Rewriting
- **Module 7 — Being Prepared**
  - Checking Out the Venue
  - Gathering Materials
  - A 24 Hour Checklist
- **Module 8 — Overcoming Nervousness**
  - A Visit from the Boss
  - Preparing Mentally
  - Physical Relaxation Techniques
  - Appearing Confident in Front of the Crowd
- **Module 9 — Delivering Your Speech (I)**
  - Starting Off on the Right Foot
  - Using Visual Aids
  - Checking the Volume of Your Voice
- **Module 10 — Delivering Your Speech (II)**
  - Adjusting on the Fly
  - Gauging Whether Breaks Are Required
  - Wrapping Up and Winding Down
- **Module 11 — Questions and Answers**
  - Ground Rules
  - Answering Questions That Sound Like an Attack
  - Dealing With Complex Questions
- **Module 12 — Assessment**
- **Module 13 — Wrapping Up**
  - Course Summary

## COMPLETION & CERTIFICATION

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Completion-based: a certificate of completion is issued after all course videos have been viewed.  
 The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

## OFFICIAL SEHG CERTIFICATE

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Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

[SynergyEducation.AI/verify](https://SynergyEducation.AI/verify)

## SUPPORT, ACCESS & POLICIES

- Support: [CEO@SynergyEducation.AI](mailto:CEO@SynergyEducation.AI)
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

### Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

**\$49 · SEHG-PD-2287 · [SynergyEducation.AI](https://SynergyEducation.AI)**

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact [CEO@SynergyEducation.AI](mailto:CEO@SynergyEducation.AI).