



THE
COMMUNICATION
ACADEMY

In-house confident communication workshop



1 DAY WORKSHOP

Presenting with Confidence and Effective Use of the Voice Training

The purpose of this two-day group training course is to teach the delegates the skills required for giving a successful presentation. Focusing on how we present our ideas more than what we present. Did you know that 55% of Communication is body language, 38% use of the voice and only 7% the words we use. Public Speaking is the world's 3rd biggest phobia! Is it one of yours?

The course looks at the following aspects of speech training:

- Making a good first impression.
- How to appear professional and confident when speaking.
- Using the voice correctly when speaking
- Overcoming nerves when speaking
- How to write a speech / Presentation.
- The importance of eye contact and gestures when speaking
- Thinking on your feet
- Power point – how to use it to your advantage
- Impromptu speeches; prepared speeches and sight-reading
- How to prepare for a presentation.



- Pronunciation problems will be pointed out, and corrective exercises given.

You will learn to come across more confidently when in a group of people. Preparing you for future presentations and meetings.

All speeches are video recorded allowing the speaker to watch improvements and correct problems. The DVD's are yours to keep, as well as all literature in the files.

“Public speaking is the world's 3rd biggest phobia! Is it one of yours?”

The delegates will also be presented with an audio training CD.

Exercises have been put onto a CD for you to listen to and practice along with, to ensure bad speaking habits are over come.



In-house public speaking, presentation skills and speech coaching

Dates: To be decided on by client

Time: 8:30am - 4pm

Venue: To be arranged by client. Cost to client.

Cost: R1900.00 per delegate (course material, video & CD)
Excluding VAT.

Minimum 10 delegates, maximum 30 delegates.

The client will be responsible for the costs and arrangements of :
Lunches, venue room, with a T.V, Flip Chart and DVD Player as well as flights and accommodation for the facilitator if the venue is outside Gauteng.

(If we train more than 20 delegates, two facilitators will be needed.)

If you would like to book this workshop, please supply possible dates as soon as possible. I will need full names of delegates at least one week before workshop dates to arrange certificates.



The CD consists of:

1. Daily Workout.

- Daily exercises to strengthen the voice and organs of Articulation.
- A must as a vocal warm up before a presentation or meeting.
- Problem Consonants such as the "R" & "TH" sound are also covered.

2. English Vowels Sounds.

We learn vowel sounds by hearing, this tape covers the 21 vowel sounds for you to practice with. A must for any one who has English as a second Language.

3. VOICE - Breathing & Modulation Madness.

Practice correct breathing, strengthen the voice with resonance exercises and create an interesting voice with Modulation.

If you require any further details please do not hesitate to contact
Delia: 082 572 7630 / **Merle:** 083 651 8855 / **Office:** 086 111 6121.

Email us:

delia@thecommunicationacademy.co.za
merle@thecommunicationacademy.co.za

Visit our website: www.thecommunicationacademy.co.za

This workshop is available as a two-day workshop on set dates and venues, or in-house to a group.

Thank you, Delia Thompson



THE
COMMUNICATION
ACADEMY



Our Client Reference List

Unisa	Independent Complaints Directorate	AECI LTD
Democratic Alliance	IT SETA	Pastel Software
SA Rugby	Proudly South African	SAICA
Ericsson	Services SETA	Telkom
Nedbank	W&R Seta	Capital Alliance Life
PBMR	TETA	Eskom
Old Mutual	Necsa	Transnet
Primedia	Transport SETA	African Merchant Bank
Sunday Times	Chieta	Orion Group
Network BBDO	Merseta	SITA (PTY) Ltd
Inroads Multimedia	Fieta	Swiss RE
SABC	IDT	Arm Scor
Pfizer Labs	C-BRTA	Behr Group SA (PTY) Ltd
Afrox	South African Quality Institute	National Brands
Lilly	South African Qualifications Authority	Cell C
Discovery Health	Department of Trade and Industry	MTN
National Laser Centre Trust	Department of Labour	Standard Bank
Clientele Life Assurance	Department of Communication	Voltco
Mineworkers Investment	Dept Of Provincial and	Land and Agricultural Dev Bank
Automotive Leather Company	Local Government	LTM Technologies
Nissan South Africa	Dept Environmental Affairs	South African Reserve bank
Daimler - Chrysler	Dept Of Agriculture	Justice College
Fiat Auto SA	Dept Of social dev	Anglo Gold
Man Turbo Machinery SA	SAMDI	Anglo Platinum
Hannover-re	Department of Transport	CSIR
Staff line Executive	CIPRO	JSE – securities exchange
Monsanto SA	Ministry of Justice	Transtel
Arup (PTY) LTD	Office of the Premier	Rand Merchant Bank
SASBO	Deeds office	Youth Fund
Wits Medical	Dept Of Land Affairs	Development Bank of SA
Uvex Safety	DPSA	PMR
Mckinnon chain	SAPS	Financial Services Board
Cargo carriers	National Ports Authority	FNB
Centurion College	ICD	National Prosecuting Authority
Standerton College	Correctional Services	KIA MOTORS
Citroen	SABS	
702 Radio	Glenrand MIB	
Mercedes Benz	Comair	
University Of PTA	South African Airways	
University of KZN	Kodak	
University of Forte Hare	Caltex Oil	
TOTAL SA	Investec PTA	



THE
COMMUNICATION
ACADEMY

If you require any further details please do not hesitate to contact us:
Delia on: 082 572 7630 / **Merle** on: 083 651 8855 / 086 111 6121.

Or visit our website:
www.thecommunicationacademy.co.za