



THE HUMPHREY
GROUP INC.

EXTEMPORANEOUS SPEAKING PROGRAM

A Five Session Private Program Offered by The Humphrey Group

This program is for executives and senior managers who wish to be clear and convincing in everyday situations. These include one-on-one conversations, conference calls, small group discussions, and formal meetings.

Those who take this program will become consistently focused when they speak. They will learn to make their points so others hear and respond. They will discover how to assume a leadership role. And they will learn how to use every speaking technique to inspire confidence and build rapport. In short, the program teaches people how to successfully lead in everyday situations.

Since it is an individual program, we tailor it to each person's needs. The learning consists of five two-hour sessions, with two or more weeks between sessions. The learning is *applied*, and the participant has the opportunity to create talks, rehearse for upcoming events, roleplay common situations. In each session, roleplaying will be used extensively, and the dialogue will be audiotaped or videotaped. The results of these simulated situations will be analysed.

Session I. Creating a Leader's script

- Develop a persuasive message every time you speak.
- Use a supportive structure to reinforce your message.
- Use the language of leadership.

Session II. Develop the Presence of a Leader

- Analysis of your voice: pace, expression, and tone.
- Use the body as a leadership tool.
- Hold the attention of the room and connect with your audience.

Session III. Delivering an informal presentation

- Stay on message and keep it simple.
- Use your delivery skills.
- Make the language conversational.

Session IV. Speaking off-the-cuff

- Recognize the opportunity to influence.
- Create a message and structure on the spot.
- Be clear and concise.

Session V. Handling Q&As

- Stay on message.
- Keep it simple.
- Handle difficult or hostile questions.