



NORTH EAST REGIONAL EMPLOYERS' ORGANISATION

PUBLIC SPEAKING FOR ELECTED MEMBERS

Thursday 18 January 2018
(1.30 pm – 4.30 pm, lunch from 12.45 pm)

Venue to be confirmed

Aims and Objectives

Speaking in public is often cited as the top most frightening thing to do. Elected members may be expected to speak in public meetings, events and conferences. Bearing this in mind, the workshop will be used to enable participants to:

- Control anxiety
- Learn physical skills to enhance learning

Outline

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| 1.30 pm | Welcome and Introductions |
| 1.40 pm | Sharing our Experience of Public Speaking <ul style="list-style-type: none">• What causes anxiety?• Where are we speaking?• Think about the Audience |
| 2.15 pm | Juggling all of the Elements <ul style="list-style-type: none">• Start with yourself• Presentations• Venue and Environment• Materials and Equipment |
| 2.45 pm | Refreshment Break |
| 3.00 pm | Dealing with Problems and Issues <ul style="list-style-type: none">• People-related• Equipment and materials-related |
| 4.00 pm | Working on something for the future |
| 4.30 pm | Close |

Delivery

During the workshop there will be plenty of group discussion; some helpful case studies and a useful checklist to make sure you remember everything for next time.

Workshop Facilitator

The workshop will be facilitated by Jill Rouse, NEREO Associate.

Workshop Fee

The cost of the half-day workshop will be £70.00 + VAT per delegate. This will include payment for a light lunch, refreshments and workshop notes.

Booking Arrangements

Completed reservation form to be returned to:

Email mokeefe@nereo.gov.uk
Fax 0191 2613971

Closing Date : Friday 8 December 2017

Members are reminded that they should follow their authority's internal application process before submitting applications.

Further Details

For further details please contact Maureen O'Keefe on 0191 2613975.