



Public Speaking & Presentation Mastery

A High-Impact 2-Day Experiential Programme for Professionals

Facilitator: Dr Ismael Essackjee

Programme Duration: 2 full days

Target Audience: Young professionals, team leaders, managers, client-facing staff

1. Introduction

In today's workplace, the ability to communicate with clarity, confidence and influence is no longer optional; it is a core professional competency. This two-day programme is designed to transform participants from hesitant speakers into confident communicators who can present ideas persuasively to management, clients, stakeholders and teams.

This is not a theory-based workshop. It is an experiential, practical and modern learning journey combining communication psychology, executive presence, storytelling, presentation design, real-world simulations and AI-enabled tools for preparation. Participants practice repeatedly, receive feedback, and leave with visible improvement and practical tools they can use immediately.

2. Programme Objectives

By the end of the programme, participants will be able to:

- Speak more confidently in meetings, presentations and public forums
- Structure clear and persuasive messages
- Manage nervousness and communication apprehension
- Use voice, posture and body language to project credibility
- Design professional, engaging presentation slides
- Handle questions, objections and interruptions calmly
- Present effectively both in-person and online (Teams / Zoom)
- Use AI tools responsibly to improve preparation and clarity
- Deliver impactful presentations to management and clients

3. Programme Approach

This programme uses a highly engaging methodology:

- Short, focused concept inputs
- Frequent individual and group practice
- Role-plays and real-world simulations
- Constructive feedback
- Peer learning and facilitated coaching
- Practical tools and templates
- Personal action planning for sustained improvement

The emphasis is on practice, feedback and behavioural change, not lectures.

4. Detailed Programme Structure

Day 1 – Confidence, Presence & Message Clarity

Module 1: The Psychology of Public Speaking

- Why public speaking fear exists (brain science made simple)
- Understanding communication apprehension
- Powerful techniques to manage nervousness
- Stress management for speakers
- Reframing fear into presence and confidence

Exercise: Impromptu speaking (baseline assessment)

Module 2: Executive Presence & Credibility

- What makes a speaker sound confident and trustworthy
- Body language, posture, eye contact and movement
- Proxemics (use of space when speaking)



- Voice control: tone, pace, pausing, articulation
- Eliminating filler words naturally

Module 3: Structuring Powerful Messages

- Anatomy of a strong speech or presentation
- The 7-step message crafting framework
- Structuring ideas for clarity and impact
- Making complex ideas simple
- Balanced speech design (logic + emotion)

Exercise: Participants build a structured short message

Module 4: Audience Connection & Influence

- Building rapport quickly (practical techniques)
- Speaking to influence, not just inform
- Reading the room and adapting style
- The six C's of powerful communication
- Communicating with empathy and emotional intelligence

Exercise: Audience engagement role-play

Day 2 – Presentation Excellence & High-Impact Delivery

Module 5: Designing Professional Presentations

- Why most PowerPoint slides fail
- Designing clean, modern and professional slides
- Using visuals effectively (charts, images, structure)
- Storytelling with slides



- Practical presentation logistics (room setup, positioning, technology)

Exercise: Participants improve their own slides

Module 6: Communicating in the Digital Age

- Presenting effectively on Zoom / Teams
- Camera presence and online vocal delivery
- Managing attention in virtual meetings
- Professional communication in hybrid environments

Module 7: Real-World Speaking Scenarios

- Presenting to senior management
- Presenting to clients
- Handling Q&A sessions confidently
- Managing interruptions and difficult audiences
- Responding when you do not know the answer

Exercise: Workplace-based role-play simulations

Module 8: AI as a Modern Speaking Assistant

- Using AI tools to structure speeches
- Improving clarity and impact using AI
- Ethical use of AI in professional communication
- Avoiding over-dependence and maintaining authenticity
- Turning AI into a productivity advantage

Module 9: Final Presentation Showcase

Each participant delivers a short final presentation demonstrating:

- Clear structure
- Confident delivery
- Strong body language
- Effective voice control
- Audience engagement

Participants receive structured feedback and leave with a strong sense of progress and achievement.

5. Deliverables for Participants

Each participant receives:

- Speech structuring templates
- Presentation design checklist
- Anxiety management toolkit
- Executive presence guide
- AI prompts for speech preparation
- Personal improvement action plan

These ensure learning continues beyond the workshop.

6. Optional Enhancements (if required by client)

- Individual coaching sessions
- Post-training follow-up session
- Advanced masterclass for high-potential staff



7. Value to the Organisation

This programme directly contributes to:

- Stronger leadership communication
- More confident managers and professionals
- Improved client presentations
- Better stakeholder engagement
- Clearer internal communication
- Enhanced organisational professionalism

Participants do not just learn techniques, but they demonstrate visible improvement.

8. Facilitator Profile

Dr Ismael Essackjee is an experienced corporate trainer, lecturer, consultant and senior professional with over a decade of experience training leaders, managers and professionals across multiple sectors. He has delivered high-impact programmes locally and internationally in leadership, communication, project management, negotiation, presentation skills and executive development. His facilitation style is practical, engaging, structured and strongly focused on behavioural impact rather than theory.