

VIRTUAL · NINETY MINUTES

## Speak on the Spot

Most of us dread having to speak in public, especially when given little or no time to prepare. You can reduce your stress level and improve your professional image by using a simple process so you respond with confidence. In this virtual session, you learn how to rise to the occasion when invited to speak in group settings—whether fielding audience questions during a presentation or making an impromptu speech.

### Who should attend

This webinar benefits anyone who needs to speak on the spot with greater confidence and clarity. We suggest up to 40 participants.

### You learn to

- Remain calm and clear-headed when asked to speak unexpectedly
- Anticipate and prepare for questions
- Clarify the question before you respond
- Quickly prepare a clear, succinct response
- Speak with confidence

### What to expect

In this engaging webinar, learn how to build your skills and confidence when speaking on the spot. You use a simple framework to structure your response, so you listen first before rushing to respond. And you learn techniques to calm nerves. During the session, you apply what you learn as you prepare to respond to potential questions. You leave with a clear process you can repeat in the future, so you succeed whenever you are invited to speak on the spot.