

Public Speaking and Effective Communication Skills

Course at a Glance

Basic communication skill knowledge. Understanding and optimizing your own communication style. Both theoretical basis and tips instruction to speaking effectively in public.

Instructors

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Consiglio Nazionale delle Ricerche (CNR)

Via De Marini 6, 16149 Genova

Credits: 5

Synopsis

Professionals in many jobs are expected to be able to speak in public or make professional oral presentations in a formal context. Such exposure is necessary in order for them to deliver themselves confidently and competently in their daily professional lives. This course is intended to provide tips and experience in preparation and delivery of speeches within a public setting, taking into account the nature of the audience, the cultural context and the available equipments.

Syllabus

The course develops 24 hours organised in 8 hours weekly

Basics of the Communication Process

- Communication Presupposition
 - The Map Is Not The Territory
 - You Cannot Not Communicate
 - The Meaning of Your Communication is The Response You Get

The communication codes (verbal code, non-verbal code and paraverbal code)

- The sensory filters
- Re- learn your own communication style
- Mirroring and empathy
- The Feedback

Public Speaking

- The design of the speech
- How to keep the public attention
- The choice of instruments
 - The technological tools (video, slides , transparencies, etc.)
 - The speaker's language :
 - verbal language
 - body language
- The Feedback

The course content may include traditional lectures in the classroom and experiential exercises to help participants to know and improve their communication skills. It will be done only if there will be at least 6 attendants.

As examination each student will prepare a speech on a topic and material to be decided with the lecturer. Attendance to all seminars is part of the course.

Reading list

- Bandler, R. & Grinder, J. *The Structure of Magic: a book about language and therapy*. Palo Alto: Science and Behavior Books, 1975,
- Dilts, R., Grinder, J., Delozier, J., and Bandler, R., *The Study of the Structure of Subjective Experience*, Cupertino, CA: Meta Publications., 1980.
- Paul Watzlawick, J. H. Beavin, D. D. Jackson *Pragmatics of Human Communication*, NY Norton 1967
- Scardovelli, M., - *Feedback e cambiamento*, Borla, 1998

On line presentations

- <http://sixminutes.dlugan.com/>
- <http://www.slideshare.net/>

Venue

IEIIT- CNR via De Marini 6, 16149 Genova Sampierdarena

Course date

October - December 2015