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COURSE BROCHURE

Public Speaking and Presentation Skills for Team Leaders Training Course

4 – 8 January 2027
Vienna

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Ref: 1245_46842 **Date:** 4 – 8 January 2027 **Location:** Vienna **Fees:** 5900 GBP

Public Speaking and Presentation Skills for Team Leaders is a 1-week training course for team leaders and supervisors who brief staff, update managers and pitch to clients, and it ends with a rehearsed briefing deck with speaker notes. Teams now meet in mixed rooms and on video calls, so a leader's spoken message often decides whether a change is understood or resisted. Jupiter Prime Training builds this course around short, frequent workplace talks.

Why Public Speaking and Presentation Skills for Team Leaders Matters Now

Three forces shape how team leaders speak today. Hybrid meetings split attention between people in the room and people behind a camera. Staff and clients also expect evidence, so numbers must be shown simply and honestly. Shorter attention spans push leaders to reach the point in the first minute. Clear briefings earn quicker agreement and fewer repeated questions; rambling ones cost trust and meeting time. The course draws on Aristotle's ethos, pathos and logos, Monroe's Motivated Sequence and the Pyramid Principle for ordering a message.

Who Gains Most from Public Speaking and Presentation Skills for Team Leaders

- Shift leaders who open each day with an operational briefing
- Project coordinators who report status and risks to sponsors
- Account and service leads who present proposals and results to client contacts
- Technical leads who explain findings to non-specialists
- New supervisors who announce changes to their own staff

A departmental leadership layer gains most when several supervisors attend together and adopt one briefing format.

Public Speaking and Presentation Skills for Team Leaders Capabilities

Participants move from preparing a talk to delivering it under pressure.

- Structure a briefing around one core message and three supporting points — staff who must act on it
- Design slides that carry a single idea each with readable charts — managers approving a request
- Apply breathing, pacing and pause techniques to steady nerves — any audience under time pressure
- Use voice, posture and eye contact to hold attention — teams in rooms and on video
- Answer challenging questions with a bridge-and-return method — clients and senior sponsors
- Build a short data story that links figures to a decision — budget holders and steering groups

Key Public Speaking and Presentation Skills for Team Leaders Terms

- Core message — the single sentence a listener should remember and repeat after the talk ends.
- Pyramid Principle — ordering ideas with the conclusion first and supporting arguments grouped beneath it.
- Monroe's Motivated Sequence — a five-stage persuasive structure ending in a call for action.
- Vocal variety — deliberate changes in pace, pitch, volume and pause.
- Bridging — a question-handling technique that acknowledges a query and links the answer back to the core message.
- Signposting — short spoken cues that tell the audience where the talk is going and which point comes next.

Public Speaking and Presentation Skills for Team Leaders Day by Day

Day 1: The Leader as Speaker

- Audience Analysis Grid — What Each Listener Needs to Decide or Do
- Speaking Situations Map — Briefings, Updates, Pitches and Town Halls
- Ethos, Pathos and Logos — Balancing Credibility, Emotion and Evidence
- Baseline Video Recording — Spotting Personal Delivery Habits Early
- Core Message Statement — Choosing the One Idea Worth Repeating

Day 2: Structuring the Message

- Pyramid Principle — Leading With the Conclusion for Busy Managers
- Monroe's Motivated Sequence — Moving Staff From Concern to Action
- Opening Hooks and Closing Calls — First and Last Minute Impact
- Signposting and Transitions — Keeping Listeners Oriented Through a Talk
- Timing Plans — Fitting Content Into Five, Ten or Twenty Minutes

Day 3: Voice, Body and Nerves

- Diaphragmatic Breathing Drills — Steadying Nerves Before and During a Talk
- Vocal Variety Exercises — Pace, Pitch, Volume and Purposeful Pause
- Posture, Gesture and Movement — Projecting Calm Authority in a Room
- Eye Contact Patterns — Connecting With Small Teams and Larger Groups
- Camera Framing and Lighting — Holding Presence on Video Calls

Day 4: Slides, Data and Questions

- One Idea per Slide Rule — Cutting Clutter From Briefing Decks
- Chart Selection Guide — Matching Bar, Line and Table to the Point
- Data Storytelling Arc — Turning Figures Into a Clear Recommendation
- Bridge-and-Return Technique — Handling Hostile or Off-Topic Questions
- Hybrid Audience Tactics — Including Remote Listeners in Discussion

Day 5: Practising the Team Briefing

- Peer Feedback Protocol — Applying Structure and Delivery Criteria
- Second Video Recording — Comparing Delivery Against the Day 1 Baseline
- Live Question Round — Testing Bridging Under Realistic Pressure
- Personal Speaking Plan — Next Talks, Habits to Keep and Drop
- Rehearsed Briefing Deck With Speaker Notes — Final Delivery to Peers

Applying Public Speaking and Presentation Skills for Team Leaders After the Course

- Rebuild the next weekly team briefing with the Pyramid Principle and a one-sentence core message.
- Run a peer feedback round with fellow supervisors using the course delivery criteria.

Public Speaking and Presentation Skills for Team Leaders Questions FAQ

What are public speaking and presentation skills for team leaders, and why do they matter now?

They are the methods a team leader uses to plan, deliver and defend short workplace talks. They matter now because hybrid meetings leave little room for unclear briefings.

Which roles gain most from public speaking and presentation skills for team leaders?

Supervisors, shift leaders, project coordinators and account leads gain most. You benefit most if you brief staff, report upwards or present to clients.

How does this public speaking and presentation skills for team leaders course differ from executive speaking courses?

It focuses on frequent, short workplace talks rather than keynotes or board addresses. Executive speaking courses go deeper into rhetoric and stagecraft.

What do you bring back from public speaking and presentation skills for team leaders training?

You bring back a rehearsed briefing with slides and speaker notes, two video recordings of your delivery and a personal plan of habits to keep or change.

Public Speaking and Presentation Skills for Team Leaders: The Way Forward

The rehearsed briefing deck with speaker notes is the first output to use, ideally at the next team or client meeting where a change must be explained. Supervisors and their managers can adopt its format as a shared template. After its first use, revisit the question-handling plan, because real audiences reveal which objections the structure did not yet anticipate.