

## Public Speak Level II

Effectively participating in the professional Canadian workplace

### Learning Objectives

<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Methods of persuasion</li><li>• Practices in the Canadian workplace, particularly the professional workplace</li><li>• Understanding how to contribute effectively to a meeting</li><li>• Roles and Responsibilities of staff and managers</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Presentation skills: creating and delivering a clear presentation</li><li>• Preparing for and participating in a meeting: team dynamics, how much to and what to say, when to speak, when not to speak</li><li>• Leading and managing a meeting</li><li>• Taking minutes</li><li>• Using technology in the workplace</li><li>• Interacting with a manager</li><li>• Interacting with co-workers</li><li>• Increased comfort with speaking English in a public setting</li></ul>

## Syllabus: Public Speaking II

Timing	Process/Content/Outputs	Tools	Responsibility
<b>Pre-Session</b>			
20 min	Introductions		All
30 min	Introduction to the course <ul style="list-style-type: none"> <li>• Design</li> <li>• Outcomes and objectives</li> </ul>	Syllabus of course	Leadership Team
15 min	Questions and Answers		All
30 min	Sign-up for roles in meetings and decisions on the issues to cover at each meeting (Note: The presenter for each meeting decides on the issue for that meeting.)	Sign-up sheet	All
5 min	Closing discussion and next steps		Leadership Team
<b>Session 1</b>			
20 min	Introductory presentation and meeting	Presentation Projector and Laptop	Leadership Team
10 min	Explanation of key aspects of the meeting	Handout of key items in meetings (possibly a checklist?)	Leadership Team
30 min	Discussion of experiences with meetings <ul style="list-style-type: none"> <li>• Was this similar or different to meetings you have participated in? How?</li> </ul>		All
40 min	Technology in the workplace <ul style="list-style-type: none"> <li>• How to set up a presentation               <ul style="list-style-type: none"> <li>○ Demonstration</li> <li>○ Practice</li> </ul> </li> </ul>	Laptop Projector Handout of key steps	Leadership Team
20 min	Next Steps <ul style="list-style-type: none"> <li>• Review roles and responsibilities for the next session</li> </ul>		Leadership Team
<b>Session 2</b>			
30 min	Meeting Issue: <ul style="list-style-type: none"> <li>• 5-10 min presentation</li> <li>• 20-25 min discussion</li> </ul>	Laptop Projector	Course participants
15 min	Debrief		All
30 min	Dress for Success (10 min) <ul style="list-style-type: none"> <li>• Explain the activity and the purpose</li> </ul> Interacting with co-workers: Do's and Don'ts (20 min)		Leadership Team
30 min	Meeting Issue: <ul style="list-style-type: none"> <li>• 5-10 min presentation</li> <li>• 20-25 min discussion</li> </ul>	Laptop Projector	Leadership Team
15 min	Debrief		All
20 min	Next Steps <ul style="list-style-type: none"> <li>• Review roles and responsibilities for the next session</li> </ul>		Leadership Team
<b>Session 3</b>			
30 min	Meeting	Laptop	Course

	Issue: <ul style="list-style-type: none"> <li>• 5-10 min presentation</li> <li>• 20-25 min discussion</li> </ul>	Projector	participants
15 min	Debrief		All
30 min	Dress for Success (5 min) <ul style="list-style-type: none"> <li>• Discussion of experience</li> </ul> Top 5 tips for interacting with a manager (25 min) <ul style="list-style-type: none"> <li>• Discussion about experience</li> </ul>	Handout of Top 5 Tips	Leadership Team
30 min	Meeting Issue: <ul style="list-style-type: none"> <li>• 5-10 min presentation</li> <li>• 20-25 min discussion</li> </ul>	Laptop Projector	Leadership Team
15 min	Debrief		All
20 min	Next Steps <ul style="list-style-type: none"> <li>• Review roles and responsibilities for the next session</li> <li>• Roles: TBD</li> </ul>	Case study and description of roles	Leadership Team
<b>Session 4</b>			
60 min	Meeting *Style of meeting is different as everyone has specific roles and responsibilities  Issue: TBD <ul style="list-style-type: none"> <li>• 10 min presentation</li> <li>• 45 min discussion of the issue</li> <li>• 5 min discussion of the recommendation/resolution</li> </ul>	Laptop Projector	Presentation led by Leadership Team Meeting facilitated by Leadership Team Participation by course participants
30 min	Debrief		All
25 min	Technology in the workplace <ul style="list-style-type: none"> <li>• Teleconferences <ul style="list-style-type: none"> <li>○ Demonstration</li> <li>○ Practice</li> </ul> </li> </ul>	Three phones with speakerphone capability  Handout of steps for teleconference	Leadership Team
5 min	Next Steps		Leadership Team
<b>Session 5</b>			
60 min	Review of Key Concepts and Skills <ul style="list-style-type: none"> <li>• Questions and Answers</li> <li>• Discussion</li> </ul>		All
60 min	Feedback on the Course	Feedback survey	All