



PanAfrica Annex

SCHOOL OF LEADERSHIP

LEAD • INSPIRE • IMPACT

CERTIFIED PUBLIC SPEAKING PROFESSIONAL COURSE



Live Online Sessions



**Practical Case
Studies**



Professional Certification

PanAfrica Annex School of Leadership
Developing Africa's Future Leaders Through Practical Learning



Introduction

This 4-week Certified Public Speaking Professional course is designed to equip participants with practical skills in public speaking, presentation delivery, audience engagement, speech development, and effective communication. The training combines live online sessions, practical exercises, assessments, and real-life speaking activities to prepare participants for professional, business, and public speaking engagements.

Live Sessions

Interactive online sessions delivered by experienced facilitators, focusing on practical public speaking skills, presentation techniques, audience engagement, and real-world communication.

Self-Paced Learning

Participants receive notes, templates, practical exercises, recordings, and assessment questions to reinforce learning and support continuous progress.

Course Completion Requirements

- ✓ Complete weekly assessments
- ✓ Participate in live sessions
- ✓ Submit practical assignments
- ✓ Complete the final practical project
- ✓ Fulfill registration requirements

Note: A CMEP Certificate will be awarded upon successful completion.

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WEEK 1

DAY	TOPIC	KEY LEARNING AREA
DAY 1	Understanding Public Speaking & Building the Right Mindset	✓ Why Most People Fear Public Speaking ✓ Identifying Your Personal Speaking Challenges ✓ Developing the Confidence Mindset ✓ Setting Your Personal Speaking Goals
DAY 2	Overcoming Stage Fright & Speaking Anxiety	✓ Understanding Speaking Anxiety and Nervousness ✓ Techniques for Managing Fear Before Speaking ✓ Breathing and Relaxation Techniques ✓ Building Self-Confidence Before Any Presentation
DAY 3	Developing a Strong Speaking Voice	✓ Voice Projection and Volume Control ✓ Pronunciation and Clear Articulation ✓ Controlling Speaking Pace and Tone ✓ Eliminating Filler Words (Um... Ah... You Know...)

Online self-assessment Quiz 1



WEEK 2

DAY	TOPIC	KEY LEARNING AREA
DAY 4	Mastering Body Language & Executive Presence	✓ Confident Posture ✓ Eye Contact Techniques ✓ Effective Gestures ✓ Building Executive Presence
DAY 5	Structuring Powerful Speeches & Presentations	✓ Planning Your Message ✓ Creating Powerful Openings ✓ Keeping Your Audience Engaged ✓ Delivering Memorable Closings
DAY 6	Storytelling & Audience Engagement	✓ The Power of Storytelling ✓ Connecting Emotionally with Your Audience ✓ Keeping Audiences Interested ✓ Speaking Naturally Without Memorizing

Online self-assessment Quiz 2



WEEK 3

DAY	TOPIC	KEY LEARNING AREA
DAY 7	Professional Presentation Delivery	✓ Designing Effective Presentation Slides ✓ Presenting Without Reading Slides ✓ Using Visual Aids Effectively ✓ Presenting Online and In-Person
DAY 8	Speaking in Professional Settings	✓ Speaking During Meetings ✓ Delivering Reports with Confidence ✓ Workplace Communication ✓ Presenting Ideas to Management
DAY 9	Mastering Interviews & Panel Discussions	✓ Speaking Confidently During Interviews ✓ Answering Difficult Questions ✓ Panel Discussion Techniques ✓ Thinking Clearly Under Pressure

Online self-assessment Quiz 3



WEEK 4

DAY	TOPIC	KEY LEARNING AREA
DAY 10	Persuasive Speaking & Influencing Others	✓ Principles of Persuasive Communication ✓ Speaking to Influence Decisions ✓ Building Credibility While Speaking ✓ Inspiring Action Through Communication
DAY 11	Advanced Public Speaking Masterclass	✓ Handling Difficult Audiences ✓ Managing Unexpected Situations ✓ Impromptu Speaking ✓ Professional Speaker's Toolkit
DAY 12	Final Public Speaking Showcase	✓ Delivering a Professional Presentation ✓ Individual Coaching & Feedback ✓ Personal Growth Reflection ✓ Next Steps for Continuous Improvement

Online self-assessment Quiz 4