

# College of Medical Administrators of Sri Lanka



## The Speechcraft Program Toastmasters International



- For whom** : 30 CMASL members selected on first come first serve basis
- Date and Time**: 3.5 hrs. per day (5.00 p.m. to 8.30 p.m.) on a specified day of a week
- Duration** : 10 consecutive weeks(one day per week) from first week of September
- Venue** : To be notified
- Payment** : Rs. 5000.00 (for total 10 weeks)

### Programme

#### Feature Presentations (20 minutes duration), including:

- I. Introduction to Public Speaking
- II. Structure Your Speech
- III. Evaluate To Motivate
- IV. Know Your Audience
- V. Using Body Language
- VI. Your Speaking Voice
- VII. Work with Words
- VIII. Impromptu Speaking

#### Prepared Speeches by Participants:

- I. Ice Breaker Speech: A 2-3 minute speech to introduce themselves
- II. Second Prepared Speech: A 3-4 minute speech on any topic of choice

#### Impromptu Speeches by Participants:

Participants will deliver 1-2 minute impromptu speeches on topics given at that moment. The purpose is to train participants to think on their feet and speak.

#### Playing Meeting Roles:

Participants will take turns to play various meeting roles that will train them to conduct effective meetings and practice basic leadership skills. This segment helps them enhance time management, team building and organizational abilities.

### **PLEASE REGISTER WITH THE CMASL OFFICE NOW.....**

Building of the Directorate / Healthcare Quality & Safety, Castle Street Hospital Premises, Castle Street, Colombo – 08 contact no- 0766660376 E-mail- cmasl2011@gmail.com