

Training

Each new member who joins *POWERtalk* is immediately involved in the training programme. This programme is based on a proven combination of various methods, delivered within a club structure.

Learning by doing is absolutely necessary to successfully learn the skill set and confidence developed by *POWERtalk*. No other method can achieve this on its own. Members are given assignments to prepare and present and they accept the obligation to carry these assignments out in order to progress. Assignments are tailored and programmed according to members' needs so growth is self-paced; achievable. Each member has access to an extensive range of educational materials to support the practical training and everyone receives constructive evaluative feedback of group and individual performance to support their growth.

Members are encouraged to become involved in the operation of the club, and later, of higher *POWERtalk* levels, and this is a place to reinforce and develop organisational and leadership/management skills.

In watching and evaluating others' efforts, members also are using the modelling process to learn. They choose the techniques they recognise as successful and take these to add to their own skills.

And everyone has access to training presentations given by other members. For the trainers, this is part of their development too. The individual club, and all levels of operation, surround the *POWERtalk* member with encouragement for growth. In this supportive atmosphere it is easier to face personal challenges and to develop confidence and personal style, without fear.

***POWERtalk* Training Programmes**

A comprehensive educational manual is available to every member. This covers all the basic techniques of effective communication and is an invaluable reference tool. This manual also contains practical 'projects' to provide experience in a variety of different speaking situations including chairing meetings. The projects may be completed in any order with no fixed time period though experience suggests around 2 years for the optimum level of personal development.

There are various levels within *POWERtalk*:

- at the grass-roots level there are the CLUBS
- a group of clubs form a COUNCIL
- a group of councils form a REGION
- the highest level is the INTERNATIONAL BOARD

and each level offers opportunities for more advanced development in communication and leadership skills.

Accreditation Programme

The *POWERtalk* Accreditation Programme is a voluntary 5-level programme offering certification of development. Members who participate can measure their personal growth against a standardized format. It challenges members to develop individual abilities to the fullest extent and at a rate of growth compatible with each lifestyle.

The courses develop sequentially and are based primarily on leadership skills, communicative abilities as a listener and a speaker, and organizational techniques. Some members may choose to complete only certain portions of the programme. For them there will be satisfaction in achieving their own personal goals. Formal recognition will be given only to those members who satisfactorily complete the requirements for each course of the program.

Certificates are awarded for each level of achievement:

- Effective Communicator (EC)
- Proficient Communicator (PC)
- Skilled Communicator (SC)
- Accomplished Communicator (AC)
- Distinguished Communicator (DC)

***POWERtalk* Corporate Trainers**

The *POWERtalk* Corporate Trainer Programme offers a pathway towards professional training. It can be used to train on behalf of *POWERtalk* or as a career option, with the possibility of international involvement.

POWERtalk

POWERtalk is a modular training programme. Each module may be tailored by a club to its own specifications and needs and takes a minimum of six months to complete. *POWERtalk* presents opportunities to challenge continuing members with higher levels of training and for new members to learn the latest and the best skills in communication.

After having completed the six months and met all the requirements, a certificate will be awarded to the successful members and Accreditation at Level 4 of the Accreditation Programme.

Competition

Clubs are free to hold competitions in all aspects of training and many hold an annual evaluation contest. Most also choose to participate in the speech contest and writing contest (which includes fiction, non-fiction and poetry sections) where winners

can progress up through the levels of *POWERtalk* to finally compete for international honours. These annual events provide members with incentive to strive for excellence and to measure improvement in their skills against a “Personal Best.”

Certified Speech Contest Judges

POWERtalk Certified Speech Contest Judges have demonstrated knowledge and experience in judging and have been assessed against strict criteria. They are highly experienced in judging contests and are available to help judge community or school events.

Guaranteed Training Outcomes

POWERtalk is an organisation that offers opportunities for personal growth that show immediate results.

The *POWERtalk* Training Programme offers development and growth that is guaranteed. Achievable outcomes include guaranteed improvement in:

Communication Skills - so vital to success in our personal lives but also in our public lives and in our careers

- * Presentation skills
- * Disciplined discussion techniques
- * Effective use of presentation software and overheads
- * Listening skills
- * Speechmaking
- * Communication with authority and conviction
- * Creative writing
- * Written Communication

Leadership skills and teamwork - Any organisation – your company, your family, your committee – requires good teamwork to be successful.

Team building, Delegation, Motivation, Mentoring and Management Skills

Meeting procedure for success in meetings

- * Efficient and effective meetings
- * Report writing
- * Efficient organisational skills
- * Confident communication
- * Planning and organisation of functions/events
- * Better sales presentations

Personal Achievement

- * Personal growth through developing confidence and a strong personal style
- * Overcoming shyness and developing skills to convert anxiety into positive energy
- * Developing and presenting thoughts clearly

- * Offering and expressing constructive criticism
- * Assertiveness