



Course Title: Public Speaking Essentials for Women Leaders: A Design-Based Approach

Course Code: COM 67

Instructor: Danielle Barnes

Course Summary:

This multi-day course will give you the tools and confidence to deliver effective presentations. We'll discuss why public speaking is a critical skill for leaders and identify the barriers that hold women back. You'll then get introduced to a design-based approach for crafting presentations. Learn tips for feeling confident while presenting (on stage or on camera) and get practice delivering a short talk.

**Please see course page for full description and additional details.*

Tentative Agenda:

Session 1: An Introduction to Public Speaking

- Welcome and class expectations
- Get clear about your why
- A design-based framework for crafting presentations
- First speaking practice: Introductions

Session 2: Start with Story

- Why storytelling matters
- What elements make a story stick
- How to use storytelling in your presentations

Session 3: Employ Mechanics to Engage

- An Introduction to Mechanics
- How to open and close your presentation
- Considerations for visuals and slides

Session 3: Deliver a Presentation with Confidence

- How to prepare before a presentation
- Techniques to calm your nerves
- Projecting confidence while on camera
- Responding to questions

Please contact the Stanford Continuing Studies office with any questions
365 Lasuen St., Stanford, CA 94305
continuingstudies@stanford.edu
650-725-2650

Session 5: Present and Get feedback

- Present a short talk and get feedback
- Wrap up and next steps

**Please note: While all topics will be covered over the duration of the course, the agenda is subject to change.*

Note about Live Attendance & Recording:

While class Sessions 1-4 will be recorded, we strongly encourage students to attend the sessions live in order to get the full benefit of the course. Each course session is comprised of interactive lectures, independent activities, and group work, and will include a short break.

In order to receive credit for the course, you must attend sessions live. (See below)

Students will independently record their presentations during Session 5 and the recordings may not be made available to the whole class.

Grade Options and Requirements:

- No Grade Requested (NGR)
 - This is the default option. No work will be required; no credit will be received; no proof of attendance can be provided.
- Credit/No Credit (CR/NC)
 - Students must attend all class sessions and deliver short final presentation (3-5 minutes) during Session 5 (to be discussed further in class).

**Please Note: If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose the Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.*

Required Books/Materials:

Please have post-its (physical or digital) available for each class. If you prefer to use a digital post-it tool, you can use a platform like Mural (<https://www.mural.co/>) or Miro (<https://miro.com/stickers-capture/>).