

VIRTUAL SPEECH COACH

Elevating Experts' Presentation Skills

Schedule a consult with Diane via Zoom [HERE](#)

Presentation Training & Coaching for Your Team

Number of Participants: 5-12

Number of Sessions: 4 sessions of 90 minutes to 2 hours (in-person or virtual)

Each participant will give 3 prepared speeches + impromptu speeches

Benefits include:

- Audience-centric presentations that engage, connect, and get better results
- Telling a story with data rather than confusing with data
- Presentation slides that clearly illustrate points
- Clear responses to questions that get to the point instead of meandering
- Reduction of filler words
- Delivery that inspires confidence in both the speaker and the listener

Services provided:

- Informational interviews with 3-4 people before the first session to tailor the content
- Workbook pdf sent before the first session
- Four sessions of 90 minutes to 2 hours. The sessions can be in-person or virtual and spread out over one day, 4 days, 4 weeks, or some other arrangement. Sample sessions on the next page.
- Individual Coaching sessions via Zoom (scheduling link provided): Up to 2, 30-minute sessions per participant. Coaching sessions may be scheduled between the first class session and one month after the last class session.
- Bonus: AI coaching platform for practice and data analytics, <https://virtualspeechcoach.yoodli.ai/>. Participants will have access to practice & obtain analytics on pace, use of filler words, word choice, and more. Participant access will be enabled for one month after the last session.



Virtual Speech Coach: Diane Windingland

Diane Windingland, the owner of Virtual Speech Coach, was originally trained as an engineer, but since 2011, has been speaking, coaching, and writing on communication skills, and has published 11 books on communication skills. Diane lives with her husband in Shoreview, MN, and dedicates much of her spare time to Toastmasters International.

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Sample Sessions (4 sessions of 90 min to 2 hours, content can be tailored):

Session 1: Creating content that connects + Impromptu Speaking

- a. Connecting with an audience (audience analysis, message organization, opening with a bang, closing with impact)
- b. Connecting in the moment: Impromptu speaking techniques & practice (delay techniques, formats). Participants will practice several impromptu speaking techniques, especially getting to the point.
- c. Connecting without disconnected speech: Filler word reduction techniques

Assignment for session 2: 3–5-minute presentation, focusing on a specific message for a specific audience (no presentation slides)

Session 2: Storytelling with Data

Open with 3–5-minute speeches & feedback

- a. Storytelling concepts and structure
- b. Finding the story in the data
- c. Effective PowerPoint techniques to focus attention
- d. Impromptu speaking practice as time allows

Assignment for session 3: Expanding to 4–6-minute presentation with slides that present a story with data

Session 3: Delivery Skills

Open with 4–6-minute speeches & feedback

- a. Body language and facial expression
- b. Vocal delivery (pace, volume, pausing, more on filler words)
- c. Virtual delivery
- d. Handling the Q&A session

Assignment for session 4: Expanding with 5–7-minute speech that “puts it all together” + 3-4 min of Q&A (10 minutes max/participant)

Session 4: Putting It All-Together

5–7-minute speeches & 3–4-minute Q&A per participant with feedback

Program debrief & celebration and next steps

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