

In her job at the Department of Higher Education & Training in the Eastern Cape, Tuletu Njengele has a full basket. "I deal with strategic and operational planning for the institution," says Njengele, who's the Manager at Ikhala Public FET College in Queenstown. "I also do monitoring and evaluation, stakeholder engagement, partnership management, and marketing and communications. It's a big portfolio."

As someone with so many responsibilities, she often has to make speeches at events or conduct radio interviews to talk about the institution, discuss the strategic direction of the college and manage the entire organisation's brand.

"When you have to speak on those platforms, you need a certain level of confidence in your knowledge of the subject," she says. "Because I was dealing with people who know and understand the public space well, I felt it was necessary for me to be

at a certain level of communication and speaking."

Accordingly, in September last year, Njengele attended voice and power-speaking training at The Voice Clinic. The course has had a big impact on her work. "When we started Bantu Education in the old Transkei under the apartheid regime, we were learning English in isiXhosa," she says. "Sometimes even the teacher wasn't fluent in English. So many of us grew up unable to pronounce English words correctly."

The course helped address this problem. She also gained the confidence to talk at various events, rather than hiring speakers from outside. "No matter who the guest speakers are, I know I can fill in things they didn't cover for the audience. Even at our own internal events, a certain level of confidence is required to address the community of our institution. I gained that confidence in my training." – Eugene Yiga

THE VOICE CLINIC'S TIPS FOR PUBLIC SPEAKING

- Learn how to breathe. When you inhale, your stomach should expand out and when you exhale, your stomach should be pulled in. Without the right breathing techniques, you won't be able to speak at a calm, consistent pace.
- Learn how to relax. You need to "warm yourself up" before an address, just as
 you warm up a car's engine before driving in cold weather. Practise your vowel
 sounds and some tongue-twisters. This will give you a level of confidence that
 will be picked up by your audience and allow you to own the stage.
- To book a free voice assessment, visit: www.thevoiceclinic.co.za

WIN! Access to The Voice Clinic's "Women's Empowerment"
Express Workshop for you and a friend worth R3 645. Learn how to communicate with confidence, be more assertive, build your self-esteem and speak with a dynamic voice. Email info@voiceclinic.co.za and explain, in 30 words or less, why being an empowered woman is important to you, as well as your full name, cell number and contact details. (The course is valid until 31 March 2016 at any branch of The Voice Clinic: Johannesburg, Pretoria, Durban, or Cape Town.)

BUSINESS EVENTS

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