

KEANE COMMUNICATION

Breathe Before You Speak

Workshop Collection 2016

"You don't have to be great to start, but you have to start to be great"

Business Writing

- Even though cursive might be, writing isn't going away. To become a better business writer, it is crucial to know the *right* writing process. During this workshop, we will revisit the writing process while learning and practicing strategies, tips and tools. We will emphasize netiquette (email do's and don'ts), discover a personal writing voice & style, and learn to write so that others want to read.

Communication

- Communication is one of our most important life skills – at home, at work, and at play. We will reinforce and practice the characteristics associated with being a more competent and confident communicator. We can place focus on listening, language, confidence, the power of non-verbal communication, conversations, and interpersonal skills. These subjects can be offered as break-out sessions or individual workshops.

Creativity

- A recent IBM Global study identifies creativity, as one of the top skills leaders need for success – wow! We will discuss and define what creativity is and debunk myths associated with it. We believe that creativity is a muscle. We will help locate that muscle and provide the tools needed to strengthen it.

DiSC

- The DiSC assessment is an instrument that helps identify behaviors and styles in others and in us. It capitalizes on the idea that understanding the similarities and differences in these styles will contribute to better communication and conflict management. DiSC is an acronym for the four main styles examined: Dominance, influence, Steadiness, and Conscientiousness.

EQ (Emotional Intelligence)

- Emotional intelligence is a term used to describe a complex ability to regulate impulses, empathize with others, and persist to be resilient while facing obstacles. Research says that in the working world, EQ is more important than IQ. The goal of this workshop is to become more self-aware and learn strategies, tools, and resources that will guide us in becoming more emotionally intelligent.

MBTI (Myers – Briggs Type Indicator)

- The MBTI is one of the most popular and widely used personality assessments – being part of leadership development in about 70% of Fortune 500 firms! This MBTI workshop includes access to take the assessment, interpretation of the preferences and how to use this information to be more successful at home, at work, and at play. The MBTI workshop can be geared towards specific themes, such as leadership, teamwork, communication, conflict, stress, selling, emotional intelligence, and more.

Public Speaking/Presentation Skills

- Public speaking can be intimidating! Glossophobia is the fear of public speaking and it is suggested that almost 75% of people experience this. The goal of this workshop (s) is to become more confident as well as more polished in public speaking venues. We will strategize on how to be a successful presenter, practice those skills, and give & receive feedback. Having “polished” public speaking and presentation skills is a coveted skill, and one that can be learned.

Training & Facilitation Skills

- This workshop is intended for anyone who might be delivering training, providing education, facilitating workshops, or developing talent. Here, we will provide tools, tips, strategies and practice to engage the learner/participant. It also discusses the importance of accommodating various learning styles, trends in learning, the adult learner, and consideration for the different modes of delivery (f2f, on-line, blended, synchronous, and virtual).

Don't see what you're looking for? Reach out and let us know. We would love to collaborate with you and create a workshop that will meet your needs. Please visit our website to learn more about our credentials and backgrounds.

708-805-2368 www.keanecommunication.com

