

# Fundamentals of Public Speaking

<b>Course No.</b>	7904
<b>Description</b>	Being able to inform, motivate, and persuade others through a presentation is an essential productivity tool for Keane. This two-day seminar provides a supportive environment in which Keane employees learn fundamental concepts and begin developing public speaking skills. Participants will present at least three times over the course of two days. Coaching is used to support, encourage, and correct participants during their speeches. Class sizes are limited to allow sufficient time for practical application and personal attention.
<b>Audience</b>	Employees with little or no prior public speaking experience will benefit from this course. It is particularly useful for employees who speak in front of groups. This is a basic skills seminar and is not recommended for those with extensive public speaking experience or training.
<b>Course Outline</b>	<ul style="list-style-type: none"> <li>• Developing self confidence</li> <li>• Mechanics of speech development</li> <li>• Mechanics of speech preparation</li> <li>• Mechanics of speech delivery</li> <li>• Delivering informative speeches</li> <li>• Delivering persuasive speeches</li> </ul>
<b>Format</b>	Two-day seminar that runs on consecutive weekdays from 9:00 AM to 5:00 PM

## About Keane

Keane partners with businesses and government agencies to *optimize* IT investments by delivering exceptional evolution, operation, and maintenance of mission-critical systems and business processes. A US company with a large offshore capability, Keane combines local knowledge and local senior leadership with scalable global delivery that results in low-risk, actionable, cost-effective services and solutions – and a partnership that feels like an extension of your organization.

In business since 1965, Keane is an agile, full-service IT services firm headquartered in the United States with approximately 12,000 employees globally. For more information on Keane's services, solutions, products, and locations, please visit [www.keane.com](http://www.keane.com).