

DURATION: A one day course

SUITABLE FOR: Those who would like to assess their current impact on others. If you are looking to increase your profile and visibility within the workplace. If you would like to develop your self awareness of how you are perceived. It is ideal for any individual thinking of their career and how to achieve the best they can.

COURSE OUTLINE:

OBJECTIVES:

By the end of the course delegates will be able to:

- Think about your personal impact; assess your own social style and how you communicate with others.
- Improve on interpersonal relationships and network more effectively.
- Identify ways to develop your visibility further and to present yourself effectively

PROGRAMME:

Setting the context:

- What we are going to cover today?
- What brings you here and what you would like from the day?

Self perception and the image portrayed to others

- Defining the behavioural styles - how do others perceive you?
- Awareness of Body Language and Tone of voice.
- Adopting appropriate body language and tone to be consistent in the message you want to portray.

The dynamics of interpersonal relationships

- What the different social styles are and which your preferred one is.
- How you can adapt to gain the most from your communication.
- How to be more effective when communicating with others in a different style.

Successful communication skills

- Presenting yourself effectively
- Presenting your point of view
- Networking effectively

Meeting skills

- Being more visible when attending meetings
- Getting involved successfully

Planning the next step in your career

- Knowing your career drivers
- Recognising your strengths and developmental areas
- Creating the right impression at interviews
- Preparing for competency based questions

The Way forward

- Taking ideas back to the workplace and putting them into action.