

If there's a formula for increased personal effectiveness it would probably involve working smarter (not harder), knowing how to motivate yourself as well as other people, and having a deep-rooted self-confidence that you can deal with whatever work life throws at you. In fact, the more your confidence grows, the more professional you become. This workshop provides a range of practical techniques and approaches that you can use in a wide variety of situations in and out of the office.

Your Workshop Leader: Catherine Bowie

WORKSHOP AIMS

- To emphasise the importance of a professional image and how to project it
- To understand how to make the most of your networking situations to create new business opportunities
- To share networking tips and techniques
- To improve presentation skills to encourage clear and effective communications
- To agree action plans for continued self-development

KEY TOPICS

- Professionalism: building your networks, building your career
- Enhancing your professional image
- Words that influence and build rapport
- Being an ambassador for your organisation: developing your networking skills
- Client retention tips
- Developing confidence in your role

WHO SHOULD ATTEND

This highly participative workshop will enable participants to explore and adapt their individual skill bases through a range of activities, exercises and role plays designed to build confidence, motivation and self-awareness. It is useful also for anyone who feels they could be more effective with their own resources, but may lack the insight into what is currently missing from their personal skills inventory, or would generally like to feel more confident in a range of business situations.

Outline Programme

Welcome and Introductions

- to one another and course content

Principles of Professionalism

- identifying your strengths and bolstering your weaknesses
- motivation to succeed
- developing rapport

Making an impact: presentation tips

- body language
- dealing with presentation nerves
- warming to your audience and vice versa
- thinking on your feet/handling questions

How to network effectively

- putting yourself and others at ease
- how well do you network?
- tips/techniques for effective networking
- how to identify good networking opportunities
- the importance of research
- preparing for an event
- self-confidence techniques
- your professional image
- preparation of your introduction
- meeting quality contacts and how to establish business needs
- how to follow up a meeting and secure an appointment
- practical tips on winning new business
- tips for client retention

Individual action planning

NOTE ON FORMAT

This one-day workshop can be presented in streamlined format (ca. 2 hours) for senior executives who wish to focus on specific aspects of their presentation and networking skills.



COMMUNICATE

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