

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 help participants feel more confident in meetings, whatever their role
- 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: what it means to you and what it means for your career
- Making your point at meetings: clarity and confidence
- words that influence and build rapport
- being an ambassador for your organisation: developing your networking skills
- making the most of presentations and briefings
- developing confidence in your role

WHO SHOULD ATTEND

This course designed for graduates, new team leaders or anyone wishing to increase their professionalism. 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

Effective Meeting Skills

- different roles people play at meetings: chair, recorder, participant
- contributing successfully
- dealing with difficult scenarios
- making meetings work for you

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 to get the best from an event
- follow-through

Individual action planning

Close of Workshop

WORKSHOP FORMAT

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.



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