

learning
equals
development

EQV Course Outline



■ Personal Effectiveness for Managers

■ 2 Day

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Personal Effectiveness for Managers (2 Day)

Business Benefit

Inter-departmental rivalry, conflicting objectives and personal ambition can both create energy and drive in an organisation or, can become the source of conflict, hidden agendas and 'empire-building'.

The ability of managers to deal with colleagues at all levels is what will dictate whether these natural 'driving forces' manifest themselves in a positive or negative way.

This course focuses on helping managers to develop their inter-personal skills and learn how to harness the energy generated by competitiveness and ambition and use it in a constructive way.

Who Should Attend?

- Managers who wish to succeed in competitive working climates by having the ability to interact positively with people at all levels.

Learning Objectives

By the end of this course you will be able to...

- Illustrate how behaviour affects others.
- Demonstrate effective interpersonal techniques
- Unlock personal energy and focus it on 'win/win' outcomes
- Help trigger motivation in others.
- Understand the principles of 'Personal Marketing'.
- Demonstrate effective networking skills
- Develop a post course action plan.

Course Content

- Developing a profile for success
- Reflecting achievement
- The need for self perception.
- Building confidence
- Effective interaction skills.
- Communication
- Overcoming the barriers Questioning techniques and active listening
- Personal Marketing.
- Positive projection
- Assertiveness.
- Understanding Passive & Aggressive behaviour
- Applying an assertive style
- Motivation.
- Influencing skills – getting your ideas accepted.
- Building rapport
- Implementing Your Strategy:
- Networking:
- Personal and group commitment
- Networking.
- Action plans.

You may also be interested in

Communication, Assertiveness and Confidence Building
Dealing with Conflict
Motivation
Performance Management

2011 05 Jul • 04 Aug • 31 Aug • 06 Oct • 01 Nov • 30 Nov

2012 03 Jan • 01 Feb • 01 Mar • 02 Apr • 01 May • 06 Jun • 05 Jul • 05 Aug
• 01 Sep • 25 Sep • 21 Oct • 21 Nov

Price: **£790**
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Very good was what I needed for further advancement in my field."

"Excellent course, highly recommended"

"The course was very informative and will help me in my job role"

