

Combined Presentation, Negotiating & Interpersonal Skills

Learning Objectives

This highly inter-active 3-day course will cover all the necessary elements of Personal Presentation, Negotiation, and Interpersonal Skills which will enable the delegates to develop new methods & ideas, and improve upon existing positive qualities. Upon entering the workplace for the first time it is essential to be able to:

- ✚ Present yourself and your ideas effectively on a one-to-one as well as in a group environment
- ✚ Listen and absorb ideas and suggestions from those around you
- ✚ Communicate and negotiate with others to get to a Win-Win situation
- ✚ Motivate yourself and those around you, even when the going gets tough
- ✚ Understand the basic courtesies of working and existing alongside others, whilst valuing yourself

At the end of this course delegates will be able to:

- ✚ Understand the basic skills of researching and making effective presentations
- ✚ Deal with the apprehension that can affect their presentation
- ✚ Be aware of the normal phases a negotiation should follow
- ✚ Understand the importance of preparation before negotiation
- ✚ Learn how to deal with other people effectively and be aware of their own behaviour
- ✚ Value differences of opinion, direction, motivation, personality, and ability
- ✚ Motivate themselves and those around them
- ✚ Plan their future and the path to get them there

Pre-Requisites

Ideally delegates will be in a supervisory or management role.

Topics:

Introduction

- ✚ Course aims and objectives
- ✚ Where are you going
- ✚ How do I intend to get there

Presentation Skills

- ✚ Preparation (POWER)
- ✚ Presentation techniques
- ✚ Passion
- ✚ Communication
- ✚ Questioning skills

Practical Element

- ✚ Research, produce and deliver an effective relevant presentation

Negotiation Skills

- ✚ What is negotiation
- ✚ Alternatives to negotiation
- ✚ The four phases of negotiation
- ✚ Closing techniques

Practical Element

- ✚ In role play, practice, observe and give feedback on a negotiation scenario

Interpersonal Skills

- ✚ What is motivation v leadership v management
- ✚ "Transaxial Analysis Concept of Strokes". A system for self motivation and the motivation of others
- ✚ Effective communication as an active skill
- ✚ Dealing with perception

Practical Element

- ✚ During the whole three days the delegates will be challenged to communicate without prejudice. Taken outside their comfort zones whilst practicing new skills. Encouraged to try or dare to be different