



## **BACK TO BASICS TRAINING COURSE OVERVIEWS for PERSONAL DEVELOPMENT COURSES**

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*The Course Overview lists the highlights of each Course*

### **COURSES INCLUDED:**

- 1. Life Skills - Goals, Confidence and Personal Growth**
- 2. Professional Success Behaviours for Managers**
- 3. Communication, Conversation and People Skills**
- 4. Understanding and Influencing the Four Personality Profiles**
- 5 - 6. Powerful Presentations Parts One and Two**

**NB** Please note that there are many additional Short Courses in our Program which would be relevant for your Team – these are simply key Courses in the area of Personal Development. Tickets to these Courses make ideal Gifts or Awards

**Don't forget to take advantage of our Gold Card Offer – just \$1500 plus GST for 10 Course Tickets to use at any time over the next 2 years! A tremendous saving of \$2,000 and with 50 different Courses to select from, relevant to all Organisations. Call us now so you don't miss out!**

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## **PERSONAL DEVELOPMENT COURSES**

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### **LIFE SKILLS – GOALS, CONFIDENCE AND PERSONAL GROWTH**

- Most Courses are centered around the Business, even though growth in the Team Member is a wonderful by-product. This is a very special Course that is devoted entirely to the Team Member, with the purpose being to help each individual develop confidence, learn how to set and achieve goals and to maximise their potential
- We've called it a Life Skills Course because that is exactly what we are focusing on – and it makes the ideal Course to give as a thank-you or a reward
- Using our brain and memory power to achieve more
- Effective Goal Setting and Action Planning
- Holographic visualizations and why these are more powerful than affirmations
- Mind sets for confidence, achievement and success
- Personal growth – increased awareness of balance, impact, outcomes and consequences

### **WE'D ALSO RECOMMEND ...**

### **PROFESSIONAL SUCCESS BEHAVIOURS FOR MANAGERS**

- Recognising it's our choice to be a Top 10% Manager ... a stand out Professional who is essential to the success of the business
- Defining these key ingredients of professionalism and reliability
- Awareness of the six areas we are always judged on as a Manager, regardless of which business we are in or our seniority
- Understanding and implementing the behaviours and expectations of us as Managers
- Essential attitudes for success, including taking ownership and being proactive with everything
- Polish and presentation with our appearance, communication and dealing with others
- Five areas of Professionalism that let us down and let down those we work with
- Strategies to stay on top of the workload and techniques that enable you to make a real and lasting contribution

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### POWERFUL PRESENTATIONS PART 1 AND 2

- The objective of the two Courses is to build your confidence when presenting in front of a group; to help you identify the key areas that make your presentation memorable and to teach you how to deal with all different types of behaviour and people in the audience
- It is recommended that you stay for the full day as there will be ample opportunity to practise, practise and practise in front of the group as well as to receive feedback on ways to enhance your presentation skills
- This Course is great for all those who need to present in any situation and we've found that even our most experienced Attendees have learnt many new techniques and of course, been reminded about the basics of success!

### **Some of the areas we will cover include ...**

- Identifying what makes a successful Presentation
- The principles of effective Presentations
- How to identify and achieve the objectives for each session
- The adult learning process and which methods to incorporate to ensure you are meeting the expectations of the people you are training or presenting to
- Techniques for structuring a positive meeting, presentation or training session
- The qualities people want to see exemplified in you as the Presenter
- Analysing the needs and the mood of your audience and winning them over quickly
- Referring to notes or Powerpoint – when, where and how
- Ice Breakers, Energisers and their use
- Specific techniques to help you gain more confidence
- Dealing with group dynamics and handling difficult people
- Strategies to incorporate more interaction in your session
- Prepare, prepare, prepare – what and how to practise
- Ideas for opening and closing your session effectively and memorably!

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### COMMUNICATION, CONVERSATION AND PEOPLE SKILLS

- Recognising the desired outcomes from all different types of communication and learning how to prevent the conflicting or demotivating messages we send
- Identifying the points that we want to convey about ourselves and our company in both written and verbal communication and analysing the communication needs of others
- The three absolute musts in any type of communication
- Applying these three effective communication techniques with your Team, your Manager, your Suppliers and your Customers
- Reading other people's tone of voice, body language and facial gestures – remember that it's over 90%
- Mastering conversational ability to build better relationships
- How to handle confronting communication situations with aplomb, rather than losing your confidence ... and your voice
- How to write one page reports and overviews, letters, memos, emails and quick notes that exceed the criteria for effective communication and get you great results

**THIS COURSE PARTNERS VERY WELL WITH ...**

### UNDERSTANDING THE FOUR PERSONALITY PROFILES

- Introduction to the Four Personality Styles
- Testing to understand and benchmark ourselves
- Recognising and Understanding Others
- Strengths and weaknesses of each personality
- What to watch for in our own personalities that let us down
- How to bring out the best in each personality
- How to influence and manage each personality
- Which styles suit different personalities
- Using the Task focus/ Relationship focus – some personalities are more interested in the product, others are more interested in you
- Preventing common problems with each of the personalities
- Understanding ourselves and using the information to become a better and more skilled people person
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