



Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

Best Practices in Communication and Relational Skills

10 - 14 Oct 2021, Dubai



www.euromatech.com

An ISO 9001:2015
and ISO 29993:2017
Certified Company

Best Practices in Communication and Relational Skills

INTRODUCTION

Leaders today are expected to have a wide range of skills – technical, operational and relational. This Best Practices in Communication and Relational Skills training course focuses on developing the communication competencies that allow them to lead and motivate others. It helps leaders become great communicators who know how to win respect, understanding and commitment.

Leading people - the relational side of management – is as important as task-based skills. Communication is the critical competency that underpins relationships, both for keeping team members up-to-date and for winning the support of key stakeholders.

During this EuroMaTech training course, participants will develop the following competencies:

- Listening to and understanding others
- Building relationships with and between others based on trust and respect
- Conveying team / business unit strategy by setting goals, planning and prioritizing
- Explaining the bigger picture and where their team / project fits within the overall aims of the business unit and organisation
- Creating a collaborative environment where team members support and encourage each other

PROGRAMME OBJECTIVES

This EuroMaTech training course aims to enable participants to build high achieving teams where people feel valued by:

- Showing they are listening to and respecting others
- Clarifying objectives and expectations and providing support as individuals seek to attain them
- Developing a collaborative team culture where people work together to achieve goals and overcome challenges
- Ensuring everyone contributes to discussions and all points of view are heard before making decisions that are then supported by the team
- Using presentations to win recognition for team achievements and support for goals

WHO SHOULD ATTEND?

- People who supervise others and wish to improve their communication skills
- People who lead teams and wish to do so more effectively
- People who have been identified as having potential for leadership roles
- Executives who want to develop their capabilities in motivating and inspiring people

TRAINING METHODOLOGY

This interactive Communication and Relational Skills training course has lots of opportunities for participants to put into practice the skills they develop and enhance during the training course. We make the most of role-playing, questionnaires, syndicate work, case studies and video examples.

We will spend lots of time working one-on-one and in small groups to resolve the challenges participants face. They will leave with new ideas and skills they can implement immediately they step back into their teams.

PROGRAMME SUMMARY

Research among global leaders identified the top ten communications skills for effective team management – active listening, giving feedback, relationships of trust, respect for others, collaboration, conveying vision, setting priorities, motivating, facilitating and negotiating. This Best Practices in Communication and Relational Skills training course provides practical techniques so you can master these skills to build high achieving teams where people feel valued. You will leave confident you can inspire and motivate team members to give of their best.

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

PROGRAM OUTLINE

DAY 01

Sharpening up Active Listening; Giving Feedback

- Paying attention to words and body language
- Controlling ourselves so we can learn from others
- Asking good questions and listening to answers
- Checking understanding and reframing
- Finding time-out space for one2one feedback
- Keeping feedback timely and motivating

DAY 02

Building Relationships Based on Trust; Creating Respect for Others; Enabling Collaboration

- Building truthfulness, responsiveness, consistency, loyalty and capabilities
- Encouraging openness and willingness to share ideas and information
- Developing a collaborative culture within our team
- Rewarding accountability and collaboration
- Developing a collaborative mindset
- Creating a cohesive team with mutual respect

DAY 03

Conveying the Organisation's Vision; Setting Clear Priorities; Motivating & Persuading

- Creating a sense of urgency and purpose that motivates people
- Creating ownership so the vision is shared and empowering
- Clarifying deadlines and expected performance standards
- Checking understanding and gaining agreement
- Keeping people committed to the team
- Giving opportunities to succeed

DAY 04

Facilitating Discussion & Debate; Win-Win Negotiations; Managing Effective Meetings

- Paying attention to diverse personalities and undercurrents
- Ensuring everyone contributes
- Focussing on positive outcomes for all parties
- Aiming for commitment, not just agreement
- Key responsibilities of the meeting chair
- Maintaining interest and participation during meetings

DAY 05

Giving Presentations; Action Planning

- Structuring presentations so key points are understood and remembered
- How to include a call to action that leads to change
- A positive image: body language, dress code and voice
- Building rapport with the audience
- Avoiding pitfalls: stage fright, hostile questions, yawning and other problems
- Developing a personal action plan

QUALITY CERTIFICATIONS & ACCREDITATIONS



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Best Practices in Communication and Relational Skills

✓	Date	Venue	Fee(\$)
	10 - 14 Oct 2021	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
 Position:..... Organisation:.....
 Address:.....

 City / Country:
 Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
 Company Name:
 Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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