




Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

Advanced Communication Skills

04 - 08 Apr 2021, Dubai
28 Nov - 02 Dec 2021, Dubai



 View Details

www.euromatech.com

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

Advanced Communication Skills

INTRODUCTION

Great leaders are great communicators. Confidence, authenticity, assertiveness and ability to influence, persuade and negotiate are core skills for anyone who wants to progress in senior management. Good relationships with colleagues, customers, suppliers and other stakeholders make business easier. This Advanced Communications Skills training course helps busy professionals and executives to review and hone their communications capabilities.

By the end of this EuroMaTech training course, you will know how to gain attention and win respect, understanding and commitment. You will have honed your communications skills, added to your repertoire and gained the hallmarks of a senior manager and leader.

During Advanced Communication Skills training course, participants will develop the following competencies:

- Listening actively to and understanding others
- Building relationships with ease and confidence
- Convincing and persuading people by well thought-through arguments and appeals
- Giving clear instructions and explaining ideas with power and conviction
- Creating a collaborative environment to support and encourage team members

WHO SHOULD ATTEND?

The Advanced Communication Skills training course is suitable for a wide range of professionals in both public & private sector organisations, but will be particularly beneficial to:

- Supervisors and managers who want to progress
- Project and team leaders who want to be more effectively
- Anyone who needs to negotiate as part of their role
- People who need to present clearly and to persuade others
- Executives who want to develop capabilities in motivating and inspiring people

PROGRAMME OBJECTIVES

This EuroMaTech Advanced Communication Skills training course aims to enable participants to:

- Be authentic, confident and assertive in their communication style
- Use clear, positive, engaging language to explain, direct and instruct
- Present like a professional in front of any audience
- Chair meetings and lead negotiations with assurance
- Persuade and convince others to win recognition and support

TRAINING METHODOLOGY

This Advanced Communication Skills training course training will be delivered through a combination of presentations, group discussion and group exercises. Delegates will be encouraged to ask questions relevant to their own backgrounds and company requirements. This style is highly-interactive with case-studies, videos and role-play affording many opportunities for participants to put into practice the skills they develop during the course.

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

PROGRAMME SUMMARY

This EuroMaTech Advanced Communication Skills training course provides practical techniques so that the participants can build their effectiveness as leaders. Participants will leave confident that they can inspire and motivate colleagues, customers and team members.

PROGRAM OUTLINE

DAY 01

Authentic Leadership – Developing Rapport and Respect

- What is authenticity?
- Assertiveness and emotional intelligence
- Reading body language and giving the right signals
- Active listening and questioning
- Meeting others needs to fulfil your own
- Giving and receiving constructive feedback

DAY 02

Giving Clear Instructions and Explanations

- Thinking and speaking clearly and logically
- Using stories – *the most successful teaching tool*
- Team building communication exercise
- Aristotle's three pillars of persuasion and how to use them
- From manager to leader – *making others want to follow you*
- Dealing with objections and challenges

DAY 03

Clarifying Ideas and Delivering Stellar Reports and Proposal

- Start with a clear brief and SMART objective
- Tailoring your report for the audience and purpose
- Creating a logical flow and clear structure
- Layout, signposts and clarity
- Plain English and readability
- Convincing with excellent visuals – *charts and graphics*

DAY 04

Chairing Meetings and Leading Negotiations

- How to create an agenda and manage time effectively
- Chairing with authority and inclusivity
- Dealing with difficult people
- Managing Conflict
- Game theory and win-win solutions
- Action centred leadership to achieve targets but maintain relationships

DAY 05

Persuasive Presentations

- Analysing your task and reading your audience
- Mind mapping to get a great structure
- Using your voice with effect
- Standing and acting with confident and power
- Encouraging and handling questions with ease
- Developing a personal action plan

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.

QUALITY CERTIFICATIONS & ACCREDITATIONS



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

Advanced Communication Skills

✓	Date	Venue	Fee(\$)
	04 - 08 Apr 2021	Dubai	US\$4,950
	28 Nov - 02 Dec 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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