

Introduction:

Advance your career by developing strong interpersonal skills, technical expertise, and a mindset dedicated to excellence in the workplace.

This course focuses on practical strategies you can use to achieve excellence at work, enhance your communication abilities, and increase your value in any professional environment.

Prepare to renew your energy, boost your career progress, improve job satisfaction, and contribute outstanding value to your organization.

This training will guide you through the key combination of skills and qualities needed to accelerate your career positively and successfully now and in the future. Become a positive influence for your organization, customers, and colleagues.

Additional Skills for Workplace Excellence:

The course also covers methods for managing workplace diversity, enhancing social communication to increase enjoyment, and practical techniques for resolving conflicts at work. You will gain insights into communication strategies for global workplaces, technical communication skills, stress management at work, and ways to improve overall workplace communication.

Target Participants:

- Managers, supervisors, and team leaders
 - Employees across all departments
 - Individuals seeking to enhance their professional knowledge and profile
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Course Objectives:

By the end of this course, participants will be able to:

- Take control of their career and personal growth for greater satisfaction
- Build successful relationships by establishing strong trust

- Communicate honestly, directly, and professionally in all situations
- Unlock and use their creative potential
- Develop emotional resilience to effectively handle everyday challenges
- Accept full responsibility for their life and success
- Increase productivity by working smarter and more efficiently
- Resolve conflicts constructively using practical negotiation skills
- Understand the concept of teamwork and actively promote collaboration
- Show initiative and leadership from their current position

Core Competencies Developed:

- Self-management
- Personal effectiveness
- Interpersonal relationships
- Communication skills
- Creative thinking
- Negotiation skills
- Building trust
- Teamwork and collaboration
- Leading and achieving results through others

Course Content

Unit 1: Taking Charge of Your Career: The Journey Begins

- Build your professional reputation and credibility
- Develop your unique value proposition and personal brand
- Contribute value to your organization by delivering desired results
- Adopt strategies for lifelong learning and self-development
- Find mentors and coaches and expand your professional network
- Avoid common career pitfalls related to people, places, and habits
- Discover and utilize all available resources for career advancement
- Commit to high performance and enjoy the rewards of excellence

Unit 2: Building Winning Relationships: Trust and Collaboration

- Understand the impact of win-lose versus win-win approaches
- Learn how to create win-win relationships
- Explore the meaning and importance of trust
- Differentiate between responsibility for others and responsibility to others
- Adopt a personal credo to guide relationships
- Recognize behaviors that unintentionally undermine others
- Develop skills to value and strengthen others
- Apply Relationship Asset Management strategies

Unit 3: Communication Skills for Today's Professional: Your Message Power

- Understand why becoming a skilled communicator boosts your career
- Learn about different perspectives and viewpoints
- Master face-to-face communication basics
- Improve listening skills
- Explore four communication styles and how to use them effectively
- Develop skills to deliver presentations confidently
- Exchange constructive feedback
- Learn principles of positive influence and persuasion

Unit 4: Creative Thinking and You: Key to Working Smart

- Open your mind to clear, inspired thinking
- Develop a comprehensive, whole-picture perspective
- Learn structured thinking processes
- Combine reasoning, emotions, and inspiration for creativity
- Generate alternative ideas and evaluate their strengths
- Access inner wisdom
- Apply the Six Lens approach for whole-brain thinking

Unit 5: Emotional Resilience: Handling Life's Challenges

- Understand your reactions to challenging or upsetting events
- Identify patterns in your responses during key moments
- Examine consequences of your behaviors
- Choose positive responses in difficult situations

- Challenge distorted interpretations
- Transform weakening beliefs into empowering ones
- Practice maintaining balance
- Manage change and stress effectively

Unit 6: Personal Accountability: Taking Full Responsibility

- Learn the true meaning of personal responsibility
- Recognize ways you may avoid responsibility
- Assess your readiness to accept responsibility
- See the choices available in your life
- Take ownership of your life outcomes
- Experience the freedom and power of accountability
- Understand your energy limits and potentials

Unit 7: Personal Productivity: Demonstrating Value-Added

- Manage time and priorities to achieve results
- Set goals that go beyond common criteria
- Use project management skills for daily effectiveness
- Make meetings more productive, whether leading or participating
- Understand and excel in teamwork
- Make decisions and solve problems efficiently
- Learn project management processes and tools

Unit 8: Conflict Resolution: The Road to Win-Win

- Define unhealthy conflict and avoid crossing that line
- Explore five different conflict management styles
- Use models to select appropriate responses to conflict
- Identify your most common conflict styles
- Practice a three-step method for resolving conflict
- Decide how to adjust your conflict approach
- Master negotiation techniques

Unit 9: Teamwork: A Blueprint for High Performance

- Differentiate high-performance teams from traditional groups

- Understand the three key elements of high-performance teams
- Learn about four types of teams
- Explore stages of team development
- Understand group dynamics
- Identify and optimize team member styles
- Strengthen teamwork skills
- Learn how to promote effective teamwork

Unit 10: Taking the Initiative: Look for Leadership Opportunities

- Understand why initiative is valued by organizations
- Learn to lead effectively from any position
- Discover the principles of effective leadership
- Adopt leadership behaviors you can apply immediately
- Know when and how to lead colleagues and supervisors
- Lead project teams successfully
- Develop delegation skills even if you are not a manager

This course will empower participants to take control of their career development, build strong relationships, communicate effectively, think creatively, handle challenges with resilience, and demonstrate leadership, ultimately enabling workplace excellence and career advancement.