



## Effective People Skills

Achieving Superior Interpersonal Effectiveness

### ► Upcoming Sessions

20-24 May 2024	Dubai - UAE	\$5,950
08-12 Jul 2024	Rome - Italy	\$5,950
23-27 Sep 2024	Kuala Lumpur - Malaysia	\$5,950
25-29 Nov 2024	Paris - France	\$5,950
10-14 Feb 2025	Houston - USA	\$6,950
19-23 May 2025	Dubai - UAE	\$5,950

### ► Training Details

#### Training Course Overview

Welcome to this powerful, life-changing, personal development Anderson training course! Harvard University has stated "That 85% of all satisfaction and joy we receive as human beings, revolves around our ability to get along with others, that is, our **RELATIONSHIPS** with other people. Only 15% comes from our achievements, positions and earned success". They, along with the most updated research from the Fortune 500 Companies, are declaring that the people skills, the interpersonal relationship dynamics, are the major area of where success lies!

This compelling Anderson training course teaches delegates on how to build and project a self-confident image, create better relationships with key people, and polish their communication skills to directly influence the rate that their career grows. Today more than ever, personal success comes down to interpersonal effectiveness – the capacity to work with others to get things done. Effective People Skills will arm you with a rich and powerful range of skills and methods to help you gain the full benefits of interpersonal excellence.

#### Training Course Objectives

**By attending this Anderson training course, delegates will be able to know:**

- How to use dynamic interpersonal relationship skills
- How to self-coach yourself, and release your incredible potential
- How to understand why your self-image affects everything you do
- How to motivate yourself and build a positive team
- How to develop a powerful, proactive action plan, for your life

#### Designed For

This powerful, people developing Anderson training course is a career builder, for all current leaders, and those being groomed for future leadership positions. This training course is suitable to a wide range of professionals but will greatly benefit:

- ▶ Professionals who would like to improve their self-management and personal effectiveness
- ▶ Managers / leaders who would like to improve their interpersonal relationships, communications and people building skills
- ▶ Individuals who want to develop and sharpen, their personal communication skills

## ▶ Training Details

### Day One: The Core Interpersonal Skill

- ▶ Person-to-Person communication
- ▶ Barriers to effective communication
- ▶ Non-verbal communication
- ▶ The Active listening models
- ▶ Styles of communication
- ▶ Preparing and delivering great presentations

### Day Two: Building Winning Working Relationships

- ▶ The TRUST Factor
- ▶ Avoiding the collusion phenomenon
- ▶ A Change of Heart
- ▶ Interpersonal Dialogue: Core Principles
- ▶ Understand the definition and meaning of interpersonal
- ▶ Harnessing harmful behavior

### Day Three: Understanding Groups and Team Dynamics

- ▶ High performing teams vs. traditional work group
- ▶ The three elements of high-performance teams
- ▶ Understanding the types of teams
- ▶ The stages of team development
- ▶ Team member styles
- ▶ Capitalizing on the team player styles within your team

### Day Four: Teamwork and Collaboration

- ▶ Giving and receiving effective feedback
- ▶ Dealing with conflict Constructively
- ▶ Symptoms of conflict situations
- ▶ Getting to win-win
- ▶ Understanding team player styles
- ▶ Fostering and encouraging team creativity

### Day Five: Increasing Personal Productivity

- ▶ Growing your personal power
- ▶ Achieving emotional excellence inner mastery
- ▶ Our time and your life
- ▶ Growing personal productivity
- ▶ Direction through personal Integrity
- ▶ Designing a strategic plan for your life and career

## ▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

## ▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: [info@anderson.ae](mailto:info@anderson.ae)

Request for a Tailor-made training and educational experience for your organization now:

Email: [inhouse@anderson.ae](mailto:inhouse@anderson.ae)

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