



## Mastering Communication, Coordination & Leadership

Enhancing Leadership & Supervisory Skills

### ► Upcoming Sessions

20-24 May 2024	Online	\$3,950
12-16 Aug 2024	Online	\$3,950

### ► Training Details

#### Online Training Course Overview

Excellent communication is the key to successful team working, work efficiency and seamless innovative leadership. Working effectively with others enables organizations to grow and prosper in this highly competitive marketplace. Poor communication is also the primary cause of conflict within the modern day work space. This highly interactive Anderson training course investigates the psychology of crystal clear communication, high performance teams and principled leadership.

Through the use of discussion, group exercises, and video techniques this fun, and demanding training course examines in detail what is happening in the workplace, investigates potential solutions, offering delegates solutions to their own workplace challenges.

#### Online Training Course Objectives

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

- Enrich your communication and behavioural skills, utilizing them both personally and professionally
- Understand and use the essential skills necessary to become an effective coordinator
- Develop and enhance your leadership skills
- Create a greater understanding of your own strengths and challenges and how they impact on others
- Develop your influencing and motivational skills

#### Designed For

This Anderson online training course is suitable to a wide range of professionals but will greatly benefit:

- Those taking the first steps into a career in management
- Anyone who wishes to improve the relationship and communication skills
- Team leaders
- HR professionals
- Team Leaders interested in further developing their management skills
- Managers/Heads from a variety of departments who, as part of their role, need to perfect crystal clear communication models
- Senior staff members who wish to enhance their career progression
- Pitch and negotiation professionals
- Internal and external consultants who are client facing

- ▶ Professionals within more analytical roles who need to influence others in a positive way

## Online Training Course Outline

Amongst a wide range of valuable topics, the following will be prioritised:

- ▶ How to enhance your communication skills, both verbal and non verbal
- ▶ Understand differing behavioural styles and interact with people who are different to yourself
- ▶ The power of self coaching in order to identify your hidden potential
- ▶ The art of effective listening and questioning
- ▶ How to co-operate, co-ordinate and communicate like a top PR consultant
- ▶ Understand the power of the sub-conscious mind
- ▶ Investigate and implement the powerful tools of NLP and Emotional Intelligence
- ▶ Learn how to motivate others to achieve greatness
- ▶ Massively improve your leadership skills
- ▶ Build and maintain high performance teams

## ▶ Preview

10:30 - 11:00	:	Welcome, Setup, Registration
<b>11:00 - 12:30</b>	:	<b>First Session</b>
12:30 - 12:45	:	Break (15 minutes)
<b>12:45 - 14:15</b>	:	<b>Second Session</b>
14:15 - 14:30	:	Break (15 minutes)
<b>14:30 - 16:00</b>	:	<b>Third Session</b>

## ▶ The Certificate

An Anderson e-Certificate will be provided to delegates who attend and complete the online training 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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