Leading with Confidence
Managing & Building Confidence through Communications

10 - 14 October 2016
Vietnam

This course will feature:
- How to demonstrate assertiveness when necessary
- The application of techniques to win others to your way of thinking
- How to communicate confidently to groups of people
- The application of techniques to get your point across strongly in a meeting
- How to communicate professionally to senior management

This course is Designed, Developed, and will be Delivered under ISO 29990:2010 Standards
WHY CHOOSE THIS COURSE?

This course is designed for delegates who wish to achieve a high level of self confidence and the ability to communicate in a strong, assertive and confident manner. This high level of confidence is needed in a variety of everyday business situations especially when communicating to groups or individuals. It is a proven fact that an individual’s level of personal self-confidence will impact greatly on one’s business success.

Further, this course is designed for people who wish to boost their confidence and assertiveness so that they can lead people more effectively.

WHAT ARE THE GOALS?

By the end of this course you will be able to:

• Speak to groups in a way that will inspire and motivate them
• Put your message across assertively in business meetings
• Get people to buy into your ideas
• Speak with passion and confidence
• Project confidence and credibility to those you work with

WHO IS THIS COURSE FOR?

This course will benefit delegates who want to sell their ideas to others, and communicate with confidence to both groups and individuals. This course is suitable to a wide range of professionals but will greatly benefit:

• Professionals who want to be seen as a strong, assertive and confident leader
• Professionals who want to improve their communication skills
• Professionals who wish to improve their self-confidence
• Aspiring leaders who want to achieve a high level of confidence

HOW WILL THIS BE PRESENTED?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The course is highly interactive, and will require participation from all that attend, a mixture of lecture, group discussion, practical exercises, people will be taught how to communicate to groups and have the chance to practice speaking in public, and practising communicating in various realistic business situations.
The Course Content

**DAY 1**
Creating a Confident and Credible Image

- Where does self confidence come from
- The comfort zone and its impact on business success
- Banishing the fear of speaking in public
- Self perception and its impact on confidence
- How being confident can help you raise your profile
- Body language and its impact on credibility

**DAY 2**
Confident Communication to Groups

- How to run efficient and effective meetings
- How to prepare for and structure a business presentation
- How to get over the nerves of giving a business presentation
- Dealing with questions from senior leaders
- How to sell yourself and your organization and your ideas
- Building rapport in business presentations

**DAY 3**
Confident Communicating to Get Results

- The power of using stories to get messages across
- Using analogies effectively
- Using evidence to win people over to your way of thinking
- Increasing your personal power and charisma
- When to be strong and when to play weak
- Inclusive/exclusive language and its effect on people

**DAY 4**
Communicating Passion

- The importance of passion
- Developing courage and confidence in conflict situations
- Beating your comfort zone and taking more risks
- Using our full range of communication
- Powerful closes that move people to action
- Become a magnetic personality

**DAY 5**
Enhancing your Profile Within the Business

- How to conduct yourself to senior people
- How to sell change to people who don’t want to change
- How to sell unpopular policies to team
- How to make yourself memorable
- Be a radiator, not a drain
- The speaking challenge

Proudly associated with:
Please use BLOCK CAPITALS to fill in this form. It is important that you read carefully through all information before starting to complete the form.

REGISTRATION DETAILS

Family Name........................................................................................................................................
First Name (Mr./Ms.).........................................................................................................................
Position................................................................................................................................................
Company...........................................................................................................................................
Mailing Address................................................................................................................................
Telephone...........................................................................................................................................
Mobile................................................................................................................................................
Fax........................................................................................................................................................
Email...................................................................................................................................................

AUTHORISATION

Authorised by.....................................................................................................................................
Position................................................................................................................................................
Mailing Address................................................................................................................................
Telephone...........................................................................................................................................
Mobile................................................................................................................................................
Fax........................................................................................................................................................
Email...................................................................................................................................................

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

CERTIFICATION

A Certificate of Completion will only be awarded to those delegates who attend the entire course

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrolment. All registrants will be notified in advance and a full refund will be provided upon request.

DISCLAIMER

Circumstances beyond the control of PetroKnowledge may necessitate postponement, change of venue or substitution of the Instructor. As such, PetroKnowledge reserves the right to implement such amendments.

COURSE SCHEDULE

10 - 14 October 2016
Vietnam

REGISTRATION FEES

US$ 5,500 - per participant

This fee is inclusive of Documentation, Lunch and Refreshments

MODE OF PAYMENT

☐ Please invoice my company
☐ Please invoice me
☐ Cheque payable to “PetroKnowledge Limited”

WAYS TO REGISTER

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