



Finding Your Voice

Personal Effectiveness, Assertiveness & Getting Things Done

Course Description

Finding Your Voice is a workshop aimed at increasing the interpersonal skills of employees at all levels in an organisation. Few employees in today's connected work environments operate in isolation and most of the time, all are interdependent, requiring each other to support reaching individual, mutual and group objectives and goals. This workshop covers specific areas including best-practice communication skills such as listening and questioning, as well as building networks, establishing a personal reputation, speaking persuasively and driving positive outcomes from all interactions.

The aim of Finding Your Voice is for participants to generate an understanding of the role of communication in getting things done. Beyond the scope of a time-management course, Finding Your Voice, focuses on creating a pool of usable tools and techniques that drive a greater return for individuals, helping them to achieve more.

Target Audience

Appropriate for all employees and managers, the workshop can be delivered for members of a specific team, a virtual team or generally for any employee or manager.

Objectives

Participants will:

- understand their own communication style preferences and those of others
- identify best-practice professional manner in interactions and their own strengths and areas for development
- improve their communication skills in key areas of listening, questioning and clarifying
- clarify their own work values
- learn how to establish and maintain a good reputation
- clarify the expectations of others and receive assignments with more precision
- understand how to speak more persuasively
- establish how to drive positive outcomes from personal interactions
- establish an action plan for personal development

Method

Focussed on one-to-one interactions, the workshop uses video feedback, peer review and trainer input to help participants to identify their own performance in the critical skills covered. Utilising a structured balance of plenum presentation, group activity and personal reflection, participants will develop a post-workshop action plan for continued development.

Duration of the session: 2 days
Number of participants: 12 maximum
Working language: English



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