

communicating with confidence

course description

The way you interact with others can be the key to your workplace success. Whether communicating under pressure, managing challenging relationships or looking to build lasting rapport, your style and interpersonal competence can make or break your chances of successful achievement. This course teaches you how to capitalise on your existing skills, fine-tune your approach and build a strategy for communication with real impact.

learning objectives

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

- understand the attributes of a top relationship builder
- influence others in an assertive manner and achieve what they want
- create a relationship management strategy that works
- use different thinking styles to achieve innovative solutions
- create building blocks for a relationship management strategy
- banish fear using the principles of positive psychology
- manage challenging relationships under pressure

target audience

Anyone who is responsible for building and managing influential relationships, particularly where efficient and effective communication and interpersonal skills are essential.



REGISTRATION FORM

Form to be completed by training department / line manager

Communicate with Confidence

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature

Please return this form by fax to +352 22.55.99.99 or +352 22.06.39

Terms and conditions

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contact

For further information, please contact your Coordination Manager:

Silvia Frey

Telephone: +352 22.55.99.50

Fax: +352 22.55.99.99

Email: sfrey@fasttraining.eu