AZ TECH

An ISO 9001:2015 & ISO 29990:2010
Certified Company

Achieving Leadership Success through People & Innovation

Lead More Effectively by Creating Rapport, Synergy and Two-way Trust

30 Jul - 10 Aug 2018, Milan
01 - 12 Oct 2018, Kuala Lumpur
26 Nov - 07 Dec 2018, Paris
11 - 22 Feb 2019, London

ACS REGISTRARS Quality Assurance ISO 9001
ACS REGISTRARS ISO 29990
ACCREDITED IACET PROVIDER
ilm Recognised Provider
Institute of Asset Management IAM CORPORATE MEMBER
IAM endorsed TRAINER
THE GLOBAL COMPACT United Nations Global Compact

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Why Choose this Training Course?

Get ready to recharge yourself with new energy to propel your career, increase job satisfaction, and add greater value to your organization. This seminar will show you how you will learn the combination of attributes and skills you need to accelerate your career positively and successfully along your professional path, now and into the future. Become a positive force for your organization, your customers, and your colleagues.

Who is this Training Course for?

This course is designed for professionals at all levels and across all functions or disciplines, who seek to inform and enhance their organisational and professional practice. It is specifically directed at those who wish to take responsibility for identified "gaps" between their current performance and the level of potential to which they aspire. This developmental course seeks to establish impactful behavioural changes that add value to employees, managers and leaders alike.

Within the organisational context the course may have specific appeal to:

- All professionals who seek to enhance their true potential through applying best practice in interpersonal skills
- Those employees who have had limited opportunities for personal and career based development training
- Those who may be moving into supervisory or managerial positions and wish to learn tools and tactics for productive inter personal behaviour
- Experienced professionals seeking a "refresher" course that will enhance their interpersonal, team and management skills.
- Employees identified as "high potential" for "fast track" candidates who are likely to move into management posts in the near future and require the tools and techniques to build positive relationships

What are the Goals?

In this 10-day course you will learn to:

- Develop winning relationships by building strong trust
- Increase your personal productivity by working smarter, faster, and better
- Resolve conflict situations constructively by applying effective negotiation skills
- Understand the team concept, how to be a team player and promote teamwork
- Demonstrate initiative and leadership skills from your current position

How will this Training Course be Presented?

The course uses the latest thinking in adult learning principles including experiential exercises, self-assessments, video dramatizations, skill practices, case studies, behavior modeling, and group discussion. The emphasis is on application rather than theory. It enables participants to learn new competencies and gives them the tools to apply them back home.

The Structure

This comprehensive course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

- Module 1 - Effective People Skills
- Module 2 - Innovation & Productivity in the Workplace

Course Schedules

30 Jul - 10 Aug 2018, Milan

01 - 12 Oct 2018, Kuala Lumpur

26 Nov - 07 Dec 2018, Paris

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MODULE 1: EFFECTIVE PEOPLE SKILLS

DAY01

The Core Interpersonal Skill

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

DAY02

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

DAY03

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

DAY04

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

DAY05

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 Course Content

MODULE 2: INNOVATION & PRODUCTIVITY IN THE WORKPLACE

DAY06

The Power of Self

- Building the positive self-image
- Establishing empowering beliefs
- NLP and the power of optimism to create the future you deserve
- The power of proactivity: the first competence on the road to excellence
- Psychological profiling : the science of personality and performance
- Professional competence: the added value you bring to the organisation

DAY07

Creating Organisational Value

- Prioritization and time management: focusing on the critical objectives
- Taking control: essential tips for personal productivity
- Transformational objectives: From SMART performance to SMARTER performance
- Leading productive meetings work: managing appreciating and utilizing diversity
- Leading meetings with creative flair: thinking differently for new answers
- Project management overview and fundamentals: first steps

DAY08

Adding Value through Relationship Awareness

- Micro political conflict in organisations: the transactional analysis perspective
- Personality traits, behaviours and conflict management
- Relationship Awareness Theory: Managing my personal response to conflict
- Managing without confrontation: assertive communications
- Preparing for effective negotiating: influence and the characteristics of world class negotiators
- Generating Productive Outcomes : the Agreement Box model of 'win- win'

DAY09

Harnessing Diversity and Creativity in the Team

- Valuing diversity : working with global, culturally diverse teams
- The value proposition afforded by High Performing Teams
- Avoiding dysfunctional performance
- Grounded theory: needs analysis evaluation of current performance
- Harnessing diversity for productive outcomes
- Aligning purpose, productivity and profitability

DAY10

Leading with Initiative: Being Proactive

- Being proactive and capitalizing on opportunity
- Leading from where you are in the organisation: building credibility
- Emotional Intelligence and outcomes
- Leadership styles and organisational climate
- Building Trust: the 4 C model to engage and empower others
- Course review and commitment statement

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This fee is inclusive of Documentation, Lunch and Refreshments

Date	Venue	Fees(USD)	Book your seat
30 Jul - 10 Aug 2018	Milan	$9,900	**Register Now**
01 - 12 Oct 2018	Kuala Lumpur	$9,900	**Register Now**
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11 - 22 Feb 2019	London	$11,900	**Register Now**

VAT Announcement: The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

REGISTRATION DETAILS

Family Name:_____ First Name:_____

Position:_____ Company:_____

Mailing Address:_____

Telephone:_____Mobile:_____Fax:_____Email:_____

AUTHORISATION

Authorised by:_____Position:_____

Telephone:_____Fax:_____Email:_____

Postal Address:_____

MODE OF PAYMENT

☐ **Please invoice my company** ☐ **Please invoice me** ☐ **Please find enclosed a cheque payable to AZTECH**

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.

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 enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

4 WAYS TO REGISTER

Toll Free: 800-AZTECH
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Fax Number: ..... +971 4 427 5401
Email Address: ..... info@aztechtraining.com
Visit our website: .....www.aztechtraining.com

CERTIFICATION

AZTech Certificate of Completion for delegates who attend and complete the course

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The Structure

This comprehensive AZTech training course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day training courses.

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- Module 2 - Workplace Innovation & Productivity Skills

DOWNLOAD TRAINING PLAN 2018
Scan this code with your smart phone to download Training Plan 2018. Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.

Contact Us:

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