



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

Innovation & Productivity in the Workplace

Personal Skills for Professional Excellence

18 - 22 Jun 2018, **Istanbul**

06 - 10 Aug 2018, **Milan**

08 - 12 Oct 2018, **Kuala Lumpur**

03 - 07 Dec 2018, **Paris**

18 - 22 Feb 2019, **London**



04-MAR-18



United Nations
Global Compact

Innovation & Productivity in the Workplace

Personal Skills for Professional Excellence

Why Choose this Training Course?

Innovation is key to your success. Productivity is key to your company's long term future. This intensive professional excellence training course focuses on the critical skills that will enable delegates to build productive relationships and successfully interact with others in the organisation. The strategies you will learn, aligned with your commitment to personal improvement, will enable you to become the rare high performer that organizations seek to employ, retain, and promote.

Aimed at the driven professional, this training course builds an agenda to improve your personal creativity and productivity, enhance your professional reputation and enable you to apply innovative work practices. In this training course, you will realise your strengths and fulfil your true managerial leadership potential.

This AZTech training course will feature:

- Creating an agenda of creativity and innovation to meet new challenges
- Creating value to the organisation through increased personal productivity
- Managing conflict constructively and fostering a collaborative culture
- Building a personalized blueprint to enhance your professional reputation
- Being proactive to lead and initiative action

Who is this Training Course for?

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

- Professionals at all levels seeking to improve their personal skills
- Professionals wishing to enhance their reputation and credibility
- Professionals seeking a 'refresher' training course to enhance their relationship skills
- Employees identified as 'high potential' or 'fast track' management candidates
- Employees seeking supervisory or managerial positions

How will this Training Course be Presented?

This AZTech training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This training course will use the latest thinking in adult learning principles including experiential exercises, self-assessments, video dramatizations, skill based practices, case studies, and group discussion.

The emphasis will be on applying theory into good practice; all activities will focus on creating personal improvement. Psychometric tools will be employed to offer objective personal feedback and utilised to coach for improvement.



Course Schedule:

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What are the Goals?

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

- Recognise personality traits & apply strategies that will enhance personal & collaborative success
- Manage conflict & apply interpersonal strategies that will generate productive outcomes
- Apply basic tools and templates which instil creativity and innovation
- Appraise current team performance & diagnose action to generate improvement
- Synthesize ideas to construct an agenda for future personal leadership development

THE COURSE CONTENT

DAY ONE:

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

DAY TWO:

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

DAY THREE:

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'

DAY FOUR:

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

DAY FIVE:

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

The Certificate

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

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Personal Skills for Professional Excellence

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

This fee is inclusive of Documentation, Lunch and Refreshments

Date	Venue	Fees(USD)	Book your seat
18 - 22 Jun 2018	Istanbul	\$4,950	Register Now
06 - 10 Aug 2018	Milan	\$4,950	Register Now
08 - 12 Oct 2018	Kuala Lumpur	\$4,950	Register Now
03 - 07 Dec 2018	Paris	\$4,950	Register Now
18 - 22 Feb 2019	London	\$5,950	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.

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.

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.

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.

4 WAYS TO REGISTER

Toll Free: 800-AZTECH
Telephone: +971 4 427 5400
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 training course

