

€ TRAINING

Administrative creativity in Organize,
planning and coordination

A group of four smiling business professionals (three men and one woman) are seated at a table in a meeting room. The woman in the foreground is wearing a black top and a multi-strand necklace. The men are wearing white shirts. The background is a bright, modern office environment.

23 September -
11 October 2019
London (UK)



Administrative creativity in Organize, planning and coordination

REF: M118 DATE: 23 September - 11 October 2019 Venue: London (UK) - Fee: 8450 Euro

The Program Time Table:

#Week 1

Module 1:

#Day 1

Effective People Skills:

Taking Charge of Your Career: The Journey Begins!

- Build your professional reputation and credibility.
- Develop your unique value proposition and "brand".
- Add value to your organization by providing the results all employers seek.
- Learning to learn: strategies for lifelong learning and development.
- Finding coaches and mentors, and building your professional network.
- Avoid the career killers - people, places and things.
- Uncover and tap all the resources available for your career development.
- Commit to becoming a high performer and reap the rewards of excellence.

#Day 2

Building Winning Relationships: Trust and Collaboration

- Experience the consequences of win-lose and win-win strategies.
- Learn how to achieve win-win relationships.
- Understand what is meant by TRUST.
- Know the difference between responsibility for and responsibility to another.
- Learn a credo for your relationships.
- Understand what you do that weakens others when you intend to help.
- Learn the valuing process as a skill to strengthen others.
- Employ RAM Relationship Asset Management strategies.

#Day 3:

Communication Skills for Today's Professional: Your Message Power:

- Why becoming a great communicator will empower you and boost your career.
- Learn about people's perceptions and viewpoints and how they differ.
- Master the basics of face-to-face communication.
- Learn to understand and improve your skill in listening.
- The four styles of communication and how to employ them.
- Make skillful presentations to one or many.
- Learn to exchange helpful feedback.
- The principles of positive Influence and persuasion.

#Day 4:

Creative Thinking and You: Key to Working Smart:

- Opening your mind to clear and inspired thinking.
- Developing a whole-picture perspective.
- The II & T thinking steps.
- Combining reasoning, emotion, and inspiration.
- How to generate alternative ideas.
- Tapping into your inner wisdom.
- Evaluating alternatives on their merits.
- The "Six Lens" approach for whole-brain optimization.

#Day 5:

Emotional Resilience: Handling Life's Challenges:

- Learn how you respond to challenging or upsetting events key moments.
- Explore and understand the patterns in your responses to key moments.
- Learn the process for exploring the consequences of your behavior.
- Learn to choose positive behaviors and feelings during your key moments.

#Week 2

Module 2 - Effective Personal Productivity:

#Day 6:

Personal Accountability: Taking Full Responsibility:

- Learn the meaning and nature of personal responsibility.
- Understand how you avoid taking responsibility for yourself.
- Assess your willingness to accept personal responsibility.
- Allow yourself to see the choices available in your life Claim "ownership" for The results of your life.
- Understand the power and freedom that comes from accepting responsibility.
- Understand the extend and limitation of your personal power.

#Day 7

Personal Productivity: Demonstrating Value-Added:

- Manage your time and priorities for results setting goals beyond S.M.A.R.T.
- Project management skills for everyday task effectiveness.
- Make meetings work better weather you lead or participate.
- Understand the team concept and excel in teamwork.
- Learn to make decisions and solve problems quickly.
- Project management steps.
- Tools.

#Day 8

Conflict Resolution: The Road to Win-Win:

- Define "unhealthy conflict" and how to keep from crossing into it.
- Learn the five different conflict management styles.
- Use a model to help you choose how to respond to potential conflict situations.
- Assess which conflict styles you most often use.
- Practice a three-step model for resolving conflict.
- Decide to modify your conflict style and how to handle your current conflicts.
- Learn the art of negotiation.

#Day 9:

Teamwork: A Blueprint for High Performance:

- High Performance teams vs. traditional groups.
- Define the three elements of High Performance teams.
- Learn about the four types of teams.
- Learn the different stages of team development.
- Understand group dynamics.
- Discover and optimize team member styles.
- Become excellent at teamwork skills.
- Learn how to promote teamwork.

#Day 10

Taking the Initiative: Look for Leadership Opportunities:

- Why organizations value employees that demonstrate initiative.
- Lead from where you are in the organization.
- Understand the principles of effective leadership.
- Leadership behaviors that you can put to work immediately.
- How and when to lead your colleague and superiors.
- Learn how to lead projects teams.
- Delegation skills for non-managers.

#Week 3

#Day 11

Concepts and overview workshop:

- What is Success?.
- Importance of Attitude.
- Developing Potential Workplace Goals.
- Self-evaluation exercise.

#Day 12

The Nature of Productivity:

- What is Productivity?
- Time - the Key Resource for Peak Performance.
- Attitudes towards Planning and Goal Setting.
- Attitudes towards Other People.
- Attitudes towards External Circumstances.
- Attitudes towards Yourself.
- Identify & Using High Payoff Activities.

#Day 13

Productivity through Goals Achievement:

- Having a Positive Self-Image.
- Personal and Organizational Goals.
- How the Goal Setting Process Works.
- The Power of Written Goals.
- Finding Time for Planning and Goal Setting.
- Tracking and Feedback.
- Putting Affirmation and Visualization into practice.

#Day 14

Increasing Product through Managing Priorities

- Setting Priorities for Each Day.
- Setting Priorities in All Areas of Life.
- Maintaining Focus by Limiting Interruptions.
- Handling E-mail Efficiently.
- Managing Communications.
- Setting Up and Efficient Work Area.
- Saying "No".

#Day 15

Mid-Course Review:

- Assessment of Progress.
- Review of Key Concepts and their applications.
- Finalization of Mid-Course Review.