



Leading with Confidence

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Course Summary:

This Management and Leadership training course is designed for delegates who wish to achieve a high level of self confidence and the ability to communicate in a strong, assertive and confident manner. This high level of confidence is needed in a variety of everyday business situations especially when communicating to groups or individuals. It is a proven fact that an individual's level of personal self-confidence will impact greatly on one's business success.

Further, this BTS training course is designed for people who wish to boost their confidence and assertiveness so that they can lead people more effectively.

This BTS training course will feature:

- How to demonstrate assertiveness when necessary
- The application of techniques to win others to your way of thinking
- How to communicate confidently to groups of people
- The application of techniques to get your point across strongly in a meeting
- How to communicate professionally to senior management

Who Should Attend?

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

- Professionals in management support roles
- Analysts who typically encounter data / analytical information regularly in their work environment
- Those who seek to derive greater decision making value from data analytics

Course Objectives:

By the end of this course, delegates will learn about:

- Speak to groups in a way that will inspire and motivate them
- Put your message across assertively in business meetings
- Get people to buy into your ideas
- Speak with passion and confidence
- Project confidence and credibility to those you work with

Course Outline:

Day One: Creating a Confident and Credible Image

- Where does self-confidence come from
- The comfort zone and its impact on business success
- Banishing the fear of speaking in public
- Self-perception and its impact on confidence
- How being confident can help you raise your profile
- Body language and its impact on credibility

Day Two: Confident Communication to Groups

- How to run efficient and effective meetings
- How to prepare for and structure a business presentation
- How to get over the nerves of giving a business presentation
- Dealing with questions from senior leaders
- How to sell yourself and your organization and your ideas
- Building rapport in business presentations

Day Three: Confident Communicating to Get Results

- The power of using stories to get messages across
- Using analogies effectively
- Using evidence to win people over to your way of thinking
- Increasing your personal power and charisma
- When to be strong and when to play weak

- Inclusive/exclusive language and its effect on people

Day Four: Communicating Passion

- The importance of passion
- Developing courage and confidence in conflict situations
- Beating your comfort zone and taking more risks
- Using our full range of communication
- Powerful closes that move people to action
- Become a magnetic personality

Day Five: Enhancing your Profile within the Business

- How to conduct yourself to senior people
- How to sell change to people who don't want to change
- How to sell unpopular policies to team
- How to make yourself memorable
- Be a radiator, not a drain
- The speaking challenge