

professional confidence graduate seminar

fmi course number: PE04B

Duration
1 day

.....course overview

This is a follow up seminar designed specifically for graduates of fmi's popular course ***Building Professional Confidence and Assertiveness***.

The seminar can be taken on any occasion by graduates of the earlier course. In it participants will review their workplace and personal experience of applying their learning in practice. They will identify what has worked well, what challenges they face and how they would like to develop further.

This practical seminar helps graduates of the program embed and enhance essential professional skills in confidence and assertiveness. The seminar reviews practical skills, techniques and useful tips that increase your confidence, make you more assertive in workplace situations, and help you present a professional, calm and focused image in your workplace communications.

The seminar takes you to the next level of applying assertiveness techniques in the workplace, and enables you to further communicate your point of view with confidence and clearness. This helps you perform even better at work and boost your career. The seminar also reviews valuable strategies for dealing with difficult and challenging work situations and difficult people.

This seminar will further enhance and sustain skills and confidence that will make a significant difference to your professional career.

.....key content

- Review participants' practice of professional confidence and assertiveness in business situations
- Apply the secrets of confidence, self esteem and self worth
- Overcoming barriers to professional confidence
- Staying calm and composed in professional situations
- Applying assertive communication and negotiating agreements
- Advanced strategies for dealing confidently with difficult work situations and difficult people at work
- Using professional confidence strategies for further enhancing your professional career



.....what objectives can I achieve?

1. Review the importance of professional confidence and assertiveness in business situations
2. Enhance your use of the secrets of confidence
3. Communicate assertively in a wide range of work situations
4. Identify advanced strategies for dealing with difficult work situations and difficult people at work

Who this course is useful for



This seminar is an essential program for graduates of fmi's *Building Professional Confidence and Assertiveness* course who are professionals seeking to further their career by communicating professionally at all times with confidence.

Feedback on this Course

"There is a real need expressed for this seminar" – C.R.

Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

Assessment

There is no formal assessment in this course

Dates and locations

Course Dates: Sydney

For dates please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Time: 9am to 4.45pm

Location is close to Sydney CBD. You will be advised of the exact location by email one week prior to commencement.

Fees

For fees please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course.

Booking

To book, phone +612 9281 2635

Email fmi to find out how we can help you:

fmi@managementcando.com

Contact frontline management institute

Email: fmi@managementcando.com

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Location & Post

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