

Influencing Others to Enhance Every Relationship @ Workplace

Course Code: ASKFLU

Course synopsis: No one knows what shaped our personality or why we think, speak and behave in a certain way. It forms our world, the way we respond to the world around us and with the people we love, avoid and work with.

Knowing ourselves and the ability to read others enable us to become the star at work by building instant rapport, predict others' responses and coach colleagues to improve from one level to the next. Knowing yourself also illuminates your working style at work places.

This fun-packed program is inspired by Enneagram; aimed at enabling participants to acquire the life skill of observing yourself and others. Ultimately, we strive to become less judgmental and more tolerant of people who are very different from us at work.

Course Objectives: By the end of this course, you will be able to:-

- Discover blind spots to become a more wholesome performer
- Analyze others' personality to establish better rapport
- Identify possible conflict areas with different personality and working style

Course Outline:

- Your shining personality type determines Your Working Style
- Setting the standard Operating Procedure
- Focus on People by being a Great Listener
- Pick your battle
- Creativity is good; Innovative is better
- Coolness under crisis or pressure
- Leave no stone unturned
- Never wait till tomorrow what you can accomplish today
- Be bold to create momentum
- Be a facilitator of diverse opinion
- Your superior Working Style develops your rapport skills
- Be a coach to your team members
- Be a people-person to your customers
- Be Inspirational to your audience
- Be Intuitive to other's needs
- Be objective in difficult situations
- Beware of the worst case scenario
- Be happy at work
- Be firm in your decision
- Be patient with the progress

Course Duration: 1 day (8 hours), 9:00am - 5:00pm

Course Fee: \$481.50 (Inc. GST) per participant

Course Date: Refer to Training Calendar <http://asktraining.com.sg/calendar>