



Conference:
Communicate, Negotiate, Influence & Persuade

19 - 23 April 2027
Madrid (Spain)

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Conference code: CO8206 From: 19 - 23 April 2027 Venue: Madrid (Spain) - Conference Fees: 6300 € Euro

Introduction

This seminar equips participants with essential communication and persuasion skills to enhance organizational effectiveness. Key highlights include understanding the impact of communication on productivity and morale, using influence to achieve favorable outcomes, and boosting self-awareness for professional interactions. Participants will also learn to deliver persuasive speeches and presentations, fostering confidence and eloquence in the workplace.

Objectives

- Tap into their personal strengths in communicating and know when to invoke different methodologies
- Understand ways of influencing others without resorting to power-plays and applying direct pressure
- Persuade other people by the use of pro-active, win-win strategies
- Draw upon professional communication and presentation skills to create a winning impression in discussions and meetings
- Plan and prepare businesslike presentations with ease and be able to tap into key decision-makers during and after the presentation

Target Audience

This seminar is designed for:

- Managers and Team Leaders
- Supervisors and First-Line Managers
- HR Professionals and Training Specialists
- Sales and Marketing Professionals
- Customer Service and Client Relations Staff
- Project Managers and Coordinators
- Business Development Professionals
- Executives and Senior Administrators
- Public Relations and Corporate Communications Staff
- Professionals seeking to improve communication, persuasion, and presentation skills
- Individuals aiming to strengthen influence, confidence, and workplace effectiveness

Outlines

Day 1: Personal Inner Communication Essentials

- What is Communication?
- What does effective communication mean?
- Understand the 3 major levels of Communication.
 - Intra- Personal with Oneself.
 - Inter-Personal with another Individual.
 - Inter-Active synergy with a group of persons.
- Appreciate the different "fields of experience."
- Discover the power of Non-Verbal Communication.
- Study the 8 Non-Verbal empowerments.
- Understand why your personal Self-Image has a great deal to do with your presentation, language, style, and content.
- Controlling your subconscious mind to communicate effectively.

Day 2: Understanding Communication and Persuasion

- Understanding the communication cycle.
- Analyze the Communication Pyramid.
- Know the power of words in the communication process.
- Discover the powerful I-A-D-A communication format.
- Understanding the brain, during the communication process.
- Understand the keys to successful public speaking.
- How to develop and present a vital speech.
- How to dress professionally and appropriately.
- Find out the right and wrong ways in body posture.
- How to use your voice effectively.
- Discover the power of illustrations and stories.
- Learn how to overcome Public speaking fears.
- How to listen actively and respond accordingly.

- Know the power of influence.

Day 3: Communicating and Presenting Effectively

- Learn how to organize your presentation.
- How to prepare and present a computer / PowerPoint presentation etc.
- What to do prior to a presentation.
- Understand the impact of Visual communication.
- Understand the psychology of the Smile in communication.
- How to present to a cross-cultural audience.
- Observe what features attract an audience.
- Learn how to analyze your audience.
- Using positive visual imaging.
- How to use the telephone effectively and professionally.

Day 4: Communication Strategies for Professional Excellence

- How to an effective decision-maker, in the communication process.
- How to use strategic communication negotiation skills.
- Discover the 9 Keys to making an effective presentation.
- Learn how to develop a systematic filing system.
- Learn how to obtain good source material.

Day 5: Applying Personal Influence and Persuasion

- Analyze the 9 strategic principles for effective communication.
- Apply these Communication principles into a "Plan of Action" for your life and incorporation into your Company infra-structure.
- How to be proactive and make things happen.
- Essential communication practices for ongoing success.

Registration form on the Conference: Communicate, Negotiate, Influence & Persuade

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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