American Success Educators Corporation Presents:

The Great People Skills Seminar

Celebrating Our 24th Year!

Razor Sharp Seminar Series 2016

The Great People Skills Seminar - Keys to Building Your Interpersonal Skills, this workshop substantially improves people skills in 17 major ways!

1. Feel confident in situations that once caused stress and anxiety.
2. Never again experience the misunderstandings and miscommunications that have soured working relationships in the past.
3. Work effectively with people whose personalities and communication styles differ.
4. Make others feel valued, important and comfortable.
5. Improve results in dealing with difficult people by better understanding them.
6. Break out of the comfort zone to feel more comfortable in unfamiliar settings or activities.
7. Connect immediately with new people to quickly build rapport.
8. Deliver criticism in a constructive way to encourage positive behavior change, not anger or resentment.
9. Recognize and eliminate interpersonal tendencies and habits that inhibit success in the workplace.
10. Resolve conflict and move on to collaboration
11. Handle tough situations diplomatically by knowing exactly what to say and when to say it.
12. Strengthen rapport and results with those up and down the ladder.
13. Cool down heated verbal exchanges before the situation deteriorates.
14. Open the lines of communication to reduce stress.
15. Deal quickly and effectively with those who offer criticisms or challenges in front of others.
16. Give sincere praise frequently and watch personal power grow.
17. Become a respected leader who gets exceptional results through others.

This workshop gives employees the critical tools to help build essential people skills that make all the difference to an organization's success.

American Success Educators Corporation
260 Peachtree Street NE ~ 22nd Floor ~ Atlanta, Georgia 30303

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Course Description:

You will gain essential skills for understanding, relating to and working better with all types of people, even the most difficult, during this extraordinary one-day workshop!

Course Objectives:

- After completing this course, participants will know how to obtain the following results:
- Build a commitment to shared goals and win-win outcomes
- Communicate with tact and skill
- Achieve the respect and credibility that clears the way for getting buy-in for ideas and projects.
- Identify interpersonal tendencies that could be causing problems
- Explore positive approaches to delivering criticism and resolving conflict
- Disagree without damaging relationships in the process
- Master highly effective techniques for developing instant rapport with all types of people
- Gain powerful strategies for handling difficult people and situations with positive outcomes
- Feel comfortable in once stressful situations
- Deal more effectively with difficult people
- Handle conflict and confrontation professionally
- Build immediate rapport with new people
- Become a leader who earns respect

Who Should Attend:

Managers, supervisors and employees who want to gain the tools and techniques needed to make an immediate, dramatic improvement in dealing with other people.

Course Overview:

The workshop, **The Great People Skills Seminar**— **Keys to Building Your Interpersonal Skills**, gives participants the tools and techniques to build effective professional relationships, strike up instant rapport, communicate with tact and make a memorable impression. Learn to prevent conflict before it happens by confronting others professionally, calmly and tactfully. Recognize and eliminate self-sabotaging interpersonal habits. Gain insight as to why difficult people behave the way they do.