

€ TRAINING

Conference on Personal Effectiveness and
Influencing Skills



6 - 10 October 2024
Cairo (Egypt)



Conference on Personal Effectiveness and Influencing Skills

REF: C670 DATE: 6 - 10 October 2024 Venue: Cairo (Egypt) - Fee: 4095 Euro

Introduction:

This conference is designed to provide participants with the necessary skills to improve personal effectiveness and influence others in a professional environment. Through practical strategies and tools, participants will learn how to communicate more effectively, manage relationships, and enhance their ability to influence colleagues, teams, and stakeholders.

Conference Objectives:

By the end of this conference, participants will be able to:

- Understand the key elements of personal effectiveness in the workplace.
- Use emotional intelligence to influence and persuade others.
- Develop strategies for effective communication and relationship management.
- Resolve conflicts and manage difficult conversations with confidence.
- Foster collaboration and co-create positive outcomes in team settings.

Target Audience:

- Managers and Team Leaders.
- HR Professionals.
- Business Executives.
- Professionals aiming to improve their interpersonal and influencing skills.

Conference Outline:

Unit 1:

Enhancing Personal Effectiveness:

- Key concepts of personal effectiveness in the workplace.
- Self-awareness and personal development.
- Time management and prioritization.

- Developing resilience and adaptability.
- Building confidence in professional settings.

Unit 2:

Emotional Intelligence and Influence:

- Understanding emotional intelligence EQ and its role in influence.
- Building empathy and managing emotions in the workplace.
- Influencing decision-making through emotional intelligence.
- Techniques for managing stress and maintaining composure.
- Methods for leveraging emotional intelligence in leadership.

Unit 3:

Communication and Negotiation Skills:

- Effective communication techniques for influencing others.
- Active listening and questioning to understand perspectives.
- Negotiation strategies for win-win outcomes.
- Managing difficult conversations and conflict resolution.
- Case study: Successful communication and negotiation in a workplace scenario.

Unit 4:

Managing Relationships and Building Trust:

- Strategies for building and maintaining strong relationships.
- Developing trust and credibility with colleagues and stakeholders.
- Managing power dynamics in professional relationships.
- Using persuasion and influence to align teams and goals.
- Fostering collaboration and teamwork through trust.

Unit 5:

Practical Tools for Influencing and Decision-Making:

- Tools and techniques for influencing others in decision-making.
- Understanding behavioral styles and adapting influence approaches.
- The role of body language and non-verbal cues in influencing.
- Decision-making frameworks for effective influence.