



4D Group

## Raise Your Profile and Make an Impact

### Who would benefit?

Those who would like to assess their current impact on others. If you are looking to increase your profile and visibility within the workplace. If you would like to develop your self awareness of how you are perceived. It is ideal for any individual thinking of their career and how to achieve the best they can.

### Objective

By the end of the course you will be able to:

- To think about your personal impact, assess your own social style and how you communicate with others.
- It will help you improve on interpersonal relationships
- Network more effectively.
- You will identify ways to develop your visibility further and to present yourself effectively
- Make the most of opportunities at times when your career is in transition.

### Content

- **Self perception and the image portrayed to others**
  - Defining the behavioural styles - how do others perceive you?
  - Awareness of Body Language and Tone of voice
  - Adopting appropriate body language and tone to be consistent in the message you want to portray.
- **The dynamics of interpersonal relationships**
  - What are the different social styles and which is your preferred.
  - How can you adapt to gain the most from your communication
  - How to be more effective when communication with others in a different style
- **Successful communication skills**
  - Presenting yourself effectively
  - Presenting your point of view
  - Networking effectively
- **Meeting skills**
  - Being more visible when attending meetings
  - Getting involved successfully
- **Planning the next step in your career**
  - Knowing your career drivers
  - Recognising your strengths and developmental areas
  - Creating the right impression at interviews
  - Preparing for competencies based questions

### Duration

One day