

Informa Connect

# Academy



## Communication and Emotional Intelligence

Build and refine your skills as a negotiator and communicator, and your ability to respectfully influence others to deliver organisational and personal objectives.

LIVE ONLINE TRAINING | 22 - 30 July 2024 | 2 - 10 December 2024



Live Digital

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[www.informacconnect.com/academy](http://www.informacconnect.com/academy)

# Course Information

## Live Online Training

July 2024   Part 1   22 July   Part 2   23 July   Part 3   29 July   Part 4   30 July   1.30pm - 4pm AEST   December 2024   Part 1   2 Dec   Part 2   3 Dec   Part 3   9 Dec   Part 4   10 Dec   1.30pm - 4pm AEDT

## Key Learning Objectives

### Gain insights into emotional intelligence, human behaviour and team dynamics

- Acquire a practical framework to help you understand and influence the behaviour patterns of different types of people
- How to avoid the common mistakes managers make with extrinsic motivators
- Apply behavioural techniques to help breakdown interpersonal barriers and resolve conflict

### Acquire convincing motivation, communication and influencing skills

- Understand why questioning skills are a manager's number one tool
- Identifying the various sources of power at your disposal and how you can strengthen them
- Identify what motivation strategies work best with different people

### Develop a natural leadership style that gains buy-in and respect

- Effectively use your personal power, rather than relying on authority, or positional power
- Understand the relationship between good leadership and good "fellowship"
- Tactfully provide useful feedback both positive and negative

### Guaranteed techniques to engender responsibility and accountability

## Who Will Benefit

The emotional intelligence and communication course is relevant for all those looking to improve their personal performance, productivity, communication, negotiation and influencing skills in the workplace. This can include managers, leaders, specialists, directors and C level management.



# Course Information

## Meet Your Course Director



### Andrew Lee

Passionate about people, curious about behaviour, Andrew Lee has extensive experience of over 30 years as a management consultant, trainer, facilitator and coach throughout Australia, New Zealand and South East Asia, with a great deal of expertise in adult learning approaches.

After early employment in construction and mining, Andrew's career interests led him to Europe where he worked in the Entertainment and Hospitality industries, and explored the art of stone masonry as an apprentice in France and then to China where he worked at the Red Cross Hospital as a Doctor of Traditional Chinese Medicine. He then returned to Australia to study.

During study and a period teaching computer skills and working as a volunteer with unemployed youth, in 1991, Andrew made the transition into corporate training and since then has facilitated a diverse range of behavioural and attitudinal trainings throughout South East Asia, Australasia and the Middle East, while continually educating himself and building his knowledge base. Andrew's near obsession with quantifiable results and learning transfer, along with his experience with diverse cultures and people with varying educational backgrounds, has led him to develop a pragmatic training style that produces measurable and sustainable results.

Andrew now works internationally as a keynote speaker, facilitator and coach. His unique ability to engage with audiences from all walks of life and present a message that cuts to the core of the issue at hand leaves his audiences inspired, thoughtful and entertained.

Andrew's familiarity with technical thinking has enabled him to create a niche in assisting technically trained professionals make the move into management and leadership roles - translating complex theory into easily understood examples and stories inspires his audiences to take a fresh look at the problems they may be confronted with.

### About the Course

Regardless of the level of technical expertise your organisation possesses, it will be emotional expertise that takes you to the highest levels of performance..

The concept of emotional intelligence first broke into mainstream management in the mid 1990s. In the last 13 years, there have been major advances.

Organisations who have used emotional competencies have demonstrated substantial bottom line improvements as a direct result of these efforts.

And now, you can do the same.

At the emotional intelligence and communication training, you will spend time revising behaviours, beliefs and attitudes and the principles of effective communication to help develop your ability to communicate, negotiate, influence, persuade, lead and motivate others to meet and exceed objectives.

You will take away a portfolio of realistic, relevant and immediately usable models, techniques and approaches that will dramatically improve your performance as a communicator. They will help create, and maintain productive working relationships with colleagues. It will also help contribute to agile team performance.



*"Relaxed atmosphere created by the instructor made me comfortable to ask the "silly" questions and therefore get the most out of the course."*

**Environment Advisor, QLD Rail**

*"The information was presented in a style and quantity that made it easy to digest. I learnt to be more self aware and to evaluate my behaviour and the behaviour of team members to facilitate better communication."*

**Business Development Manager, Optus**



# Course Outline

## PRACTICAL OPENER

### Behavioural patterns of different types of people

During this session you will acquire a simple yet powerful psychological model which can be used to understand why people behave as they do. There will be an opportunity for discussion on how you can apply this to your specific circumstances

## NEXT, A BIT OF SCIENCE

### The human brain, emotion and peak performance

- Basic brain structure – dominant and non-dominant hemispheres, their functions and implications
- The Reticular Activation System (RAS) – the human success radar – how it works and how we can use it more effectively in leadership
- The Limbic Hypothalamic System – what it is, its importance for communication, and how to use it

### Self-awareness and self-regulation

- Understanding the development of emotions and behaviour and learning how to develop awareness of them in you and others
- Learning and applying the skills of self-control, particularly in emotion charged business situations
- Trustworthiness – an essential emotional competence – what is it and how do we develop it?
- How to develop personal flexibility

### The art and science of effective communication

- The art of empathy
- The art of advanced subconscious rapport building
- Becoming 'service orientated' – a trusted adviser to stakeholders

- Developing others by sensing what they need and helping them to build their abilities
- The art of (positive) politics – recognising power relationships and social networks, and using persuasion and complex relationship strategies to build consensus and rapport
- Instilling a sense of purpose and guiding by example
- Emotionally intelligent conflict management and managing difficult people using the technique of 'pacing and leading'
- The art of replacing compromise with collaboration

### Applying effective communication and questioning skills

- How memory affects communication
- Understanding learning preferences
- Adapting your communication style to ensure your message is received
- Why listening and questioning skills are such a valuable tool

### Rapport – the core of all great communication and influence psychology

- The centrality of rapport to business relationships, effective negotiation, and outstanding selling (to internal and external stakeholders)
- Mirroring and matching in principle and practice
- Understanding the difference between warranted and unwarranted conflict – and why one extends rapport and one destroys it

## MOTIVATION

### Motivation and self-motivation

- The art of maintaining the drive to achievement in oneself and those one leads

- The four levels of commitment and how to achieve the higher and more effective levels
- The inspiring power of optimism – driving towards the hope of achievement rather than away from the fear of failure

### Motivation in action

- Understanding and applying emotional intelligence in communication scenarios
- Neutralising negative behaviours and changing attitudes
- How to avoid the common mistakes managers make with extrinsic motivators
- Identifying what motivation strategies work best with different people

### Don't forget the customer – a vital stakeholder

- Identifying your customers and their needs
- Defining your role in terms of your customers – whatever the purpose of your organisation
- Customer focus and purpose
- Understanding the 6 elements of customer satisfaction

## DEVELOPING YOURSELF

### Developing your personal leadership style

- Effectively using your PERSONAL power, rather than relying on authority or positional power
- Understanding the relationship between good leadership and good "fellowship"
- Developing "fellowship" skills in your staff
- Motivating and inspiring your team Putting purpose back into work
- Vision and mission statements – what works and what doesn't

### Using your power and influence to inspire confidence and achieve your objectives

- How persuasive are you?

- Identifying the various sources of power at your disposal and how you can strengthen them
- Building successful interpersonal relationships with your staff, colleagues and superiors

## DELEGATION AND IMPROVING PERFORMANCE

### Effective delegation and managing the performance of others

- Guaranteed techniques to engender responsibility and accountability
- Giving instructions and clarifying meaning
- Who is likely to complete tasks on time, on cost and on performance and why?
- Selecting appropriate methods of improving performance
- Developing your own confidence and assertiveness
- Promoting positive behaviours within your team
- Encouraging self-reliance

## THE FINAL STEPS

### Examining the enneagram

The enneagram is an ancient tool of still currently applicable wisdom. Learn how this is an outstanding tool for understanding human personality differences and developing ourselves to our maximum potential

### Bringing it all together – personal action plan

Development of a personal action plan – participants will draw upon their responses to the various course exercises, and upon their workload ahead to prescribe a personal action plan for developing specific emotional competencies in the weeks immediately following the course.

They will also set personal key performance indicators by which they can measure their own progress against their personal action plan.

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## Easy Ways to Register



[www.informaconnect.com/academy](http://www.informaconnect.com/academy)



+61 (02) 9080 4399



[training@informa.com.au](mailto:training@informa.com.au)

## Communication and Emotional Intelligence

Course Code	Location/ Format	Course Parts	Course Dates	Standard Price		<b>Great Savings:</b> When you book <b>4 or more</b> participants! <b>Call us</b> today on <b>+61 (2) 9080 4399</b> or email <b>training@informa.com.au</b> to take advantage of the discount offer.
P24GC13AUV	Live Digital	All 4 Parts	22 - 30 July 2024	\$2,195 + \$219.50 GST	<b>\$2,414.50</b>	
P24GC13AU02V	Live Digital	All 4 Parts	2 - 10 December 2024	\$2,195 + \$219.50 GST	<b>\$2,414.50</b>	

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## ABOUT INFORMA CONNECT ACADEMY

**Informa Connect**

# Academy

**Informa Connect Academy** is a premier provider of global education and training solutions that caters to a diverse range of professionals, industries, and educational partners. We are dedicated to promoting lifelong learning and are committed to offering learners expert guidance, training, and resources to help them stay competitive in a rapidly changing world.

Our comprehensive range of courses and programmes are tailored to meet the needs of all professionals, from aspiring specialists to seasoned experts. We partner with elite academic organisations and industry leaders with unmatched expertise in their respective fields to deliver an exceptional learning experience.

## ON-SITE & CUSTOMISED TRAINING

**Informa Connect Academy** has a long-standing track record of delivering very successful customised learning solutions achieving real and measurable value for our clients through our senior training consultants. If you have 8+ interested people, an on-site course can be the ideal solution – giving you the opportunity to customise our course content to your specific training needs, as well as attracting significant savings compared to public course costs.

## WHY CHOOSE ON-SITE WITH INFORMA CONNECT ACADEMY?

- 1. Custom design** – Together, we will identify the best blended learning solution for your culture, your people and your training objectives.
- 2. Quality assured** – We design market-leading training programs, concepts and methodologies, with a 400+ course portfolio. Our rigorously selected 900+ instructor faculty are recognised experts in their field. Quality of their content and delivery methods is assured through continuous monitoring and evolution.
- 3. On-site training** is a cost effective way to train your people and achieve your defined outcomes.

Speak with **Sushil Kunwar** on **+61 (2) 9080 4370** to discuss your customised learning solution, or email [inhouse@informa.com.au](mailto:inhouse@informa.com.au)