

Seminar summary: Time management

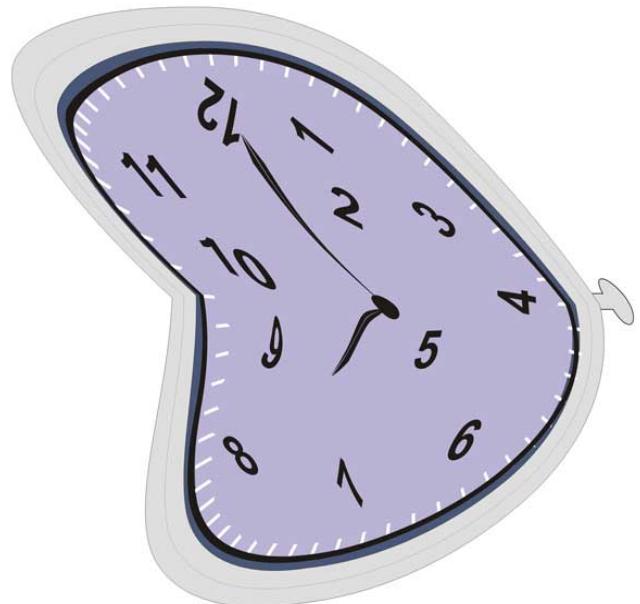
Time management is a series of techniques that when applied can help you to save at least 2 hours daily. Everyone can use these simple and yet powerful techniques to accomplish his/her responsibilities more efficiently and effectively. You will see how one can easily plan for various activities to accomplish them in a shorter time.

Your increased efficiency will depend on how far you are willing to apply these principles in your personal and professional work. For proper use of your time, you will be provided with a check-list which you may use regularly to measure your own time management effectiveness.

By applying time management principles you can actually use every moment of your life more purposefully. Time management principles help you create and keep a healthy balance between your work and leisure hours. All methods and techniques will be presented using clear examples so that you can apply them with ease and accomplish your daily objectives with more success and less stress.

You will see how to assign priority to various tasks and measure your progress by achieving more and more of your objectives. Not only you and your family members will see and feel the positive results of your efforts, your friends and colleagues will also benefit substantially.

Time management seminar will help you to focus on short term goals and objectives in order to attain your life-long hopes and dreams.



The required time for this seminar is 5 to 6 hours, excluding hunch time

Seminar summary: Relationship strategies

You can always keep others happier and more satisfied. Are you willing to see yourself as others see you? Would you like to deepen your understanding of others and encourage them to do likewise? This seminar will demonstrate that it is best to treat people to their liking and according to what they expect.



You will recognize people's indirect hints to their expectations from you. You will discover how individual's internal behavioral pattern influences his/her expectations from others. You will need to understand and know how to adopt certain behaviors and avoid certain others to achieve maximum results. Being fully aware of your feelings enables you to reduce tensions and deepen your mutual understanding and widen the mutual cooperation.

Relationship strategies are series of systematic methods that can be easily put to work and obtain productive results in personal as well as in professional relationships. The objective is not a thorough psychological analysis of people we meet everyday; however, it is very important that this seminar focuses on the individuals' personality differences and preferences. This seminar offers simple insights to recognizing these differences in order to minimize the tensions resulting from ignoring or misunderstanding these differences.

The required time for this seminar is 5 to 6 hours, excluding time for lunch.

Seminar summary: The secrets of power negotiation

Everyone is constantly involved in negotiations. You can always be the best in every negotiation. Every one is preoccupied with personal or professional issues at all times, whether consciously or not. Reaching your objectives should be your solitary goal. Your payoff will be as large as is the subject of the negotiation. Various techniques offered in this seminar will enable you to be the best you can possibly be in every negotiation and reach your high priority objectives.

Three stages and five underlying principles of every negotiation will be discussed in details. You will recognize many of the gambits and maneuvers which were previously used against you. You will learn and appreciate a series of body-language gestures. We will also be able to identify and apply appropriate reactions to such gestures.

Mastering the principles of negotiation will enable you to get most of what you want without conflict or resorting to force and ultimatum. Using these principles will earn you more business and also the added respect from your customers and colleagues. The key to closing a deal is creating a suitable environment where both parties can freely interact and reach their mutual objectives. You will be convinced never to say "yes" to the first offer. You will be introduced to many scientific methods whereby an endless haggling over the price can be effectively shortened. There are times when some, or all, of the previously granted discounts could be taken back - without creating any ill feeling or negative reaction.

You will appreciate how your awareness of your competitors will actually help you to strengthen your position and succeed where they have failed. Finally, the ultimate goal is to turn customers to repeat clients.



The required time for this seminar is 5 to 6 hours, excluding time for lunch.

Seminar summary: Professional prospecting

One should always be in the lookout for new prospects. Marketing is a very important and valuable profession. Everyone, and society as a whole will benefit from your marketing efforts. Industrial wheels of the economy are in constant motion because of marketing and sales people.

You will develop a deeper respect and understanding for what you do. Through improved awareness and self-confidence you will be able to motivate yourself and others. You will recognize that there is a close relation between the number of prospects and the level of your success.

Who are these prospects? Where would you find them? How would you gain their trust? And finally, how would you turn customers to repeat customers, or clients? Why should customers prefer you over the competitors? You must evaluate yourself and recognize your abilities. It is important that you prepare yourself and make yourself fit for success. It is possible to get sales orders much more economically than you get now. Have you ever written your future diary? You may want to start one immediately. There are important factors to be considered on professional phone calls, especially for sales purposes. Follow-ups are very important in gaining customer satisfaction. There are many innovative follow-up strategies which you can choose from, or devise your own.

It is recommended that **Professional closing** also is presented on the same day as this seminar. Together, these two seminars will be regarded as one full-day seminar.



INTELLIGENCE

The required time for this seminar is 3 to 4 hours, excluding time for lunch.

Seminar summary: Professional closing

Have you ever failed to complete a sale and see all of your hard work and efforts go to waste? In addition to losing a sale you also lost your client. The ultimate objective is to get face-to-face with your customers, and be able to finalize the sale, either by signing a contract, or at times with a simple sincere handshake.

The main focus of this seminar is to help you to draw your client closer to the final stage, the closing. You may choose, among the many techniques presented to you, the ones most suitable to your product, appropriate in your market, and truly reflective of your personality. You will recognize the importance of self preparation, and the helpful circumstances for a successful closing. You will be equipped with a series of questions that will draw your clients closer and closer to your side and guide them along the path towards making up their minds more confidently and more quickly.

Believing in what you do is the most important factor in gaining customer's trust for sealing the deal. You will be able to use motivational self-talks and positive mental imagery to gain superior self-confidence. We will briefly cover the importance of active listening and its importance in gaining the client's trust throughout the entire process. The ultimate objective is to guide the client to say "*yes*", more confidently.

It is recommended that **Professional prospecting** also is presented on the same day as this seminar. Together, these two seminars will be regarded as one full-day seminar.

The required time for this seminar is 3 to 4 hours, excluding time for lunch.



Seminar summary: Coping with difficult people

This seminar is about working with people who at times may make our job more difficult than it is. They are clients, colleagues, and all those who do not measure up to the usual standard. This seminar addresses those who do not keep their promises, those who are not as agreeable as they seem, those who procrastinate, those with short tempers, those who seem to agree with everything, and those whose questions and worries never end.

This seminar does not intend to suggest that you somehow change these people or stop working with them altogether. However; you will be able to predict and avoid these undesired encounters and jointly focus on your mutual objectives by forming a more productive team.

This seminar offers practical methods and techniques used by people just like you in the similar situations. You could apply these principles and achieve instant results where previously you were not quite able to do so. We have often experienced people that are more difficult to interact with, or may need a bit more caution to deal with. You have probably witnessed a client or a colleague who has repeatedly put off his or her decision and caused lengthy delays. This seminar will show you alternative working strategies when coping with difficult people.

After a comprehensive review of various difficult personality types, we will turn to devising methods and strategies to deal with each personality type more effectively. These strategies will be presented in an easy-to-apply format so that you could put them to work and realize the benefits.



The required time for this seminar is 5 to 6 hours, excluding time for lunch.

Seminar summary: Art of listening

Listening properly is one of the most important management principles, both in personal and professional relationships. Few simple considerations in face-to-face dealings will prevent many of your complicated problems, and assure your success in forming friendly relations with others.

This seminar shows how you may listen better and facilitate others to do the same and express themselves with improved ease and clarity. Most people seem to listen with patience and concern; however, often they are busy formulating their own responses and impatiently waiting to express them. Listening seldom takes place with the deliberate intent for a purposeful communication and deep comprehension. We often put up barriers in the form of filters and judge the speaker, or his ideas according to our own standards and beliefs. We often hear people say, "*I understand exactly what you are saying*" but seldom hear them say, "*I would like to understand you, would you please elaborate a little more on such and such?*" We simply do not know how to truly listen and discover the real purpose or the underling objectives. In conflicts, often and quickly, we reach the conclusion that the other party is the one who is unwilling to understand us. We must first try to fully and completely understand others, and only then, expect to be understood by them.

This seminar will help you recognize and prevent mistakes arising from your less than adequate listening. We can easily identify the speaker's main point of view only when we are listening intently and are fully aware of our own feelings. By doing so, you will be able to arrive at the main ideas regardless of the clarity by which delivery is taking place. We should always focus on the main points, and be less concerned with how the ideas are being presented or who the presenter is.



The required time for this seminar is 3 to 4 hours, excluding time for lunch.

Summary seminar: Teamwork

Is this $1+1=3$ possible?

Yes, but only with teamwork.

This seminar covers various



teamwork principles for an effective and successful team. You will be able to improve the dynamic and creativity of your team by establishing minimum number of guidelines and actively encouraging cooperation among the team members. How should you establish a productive and constructive relationship with every member of your team and among team's members? How would one achieve the team's objectives, improve the team's efficiency, improve the quality, and raise the quantity of products and services?

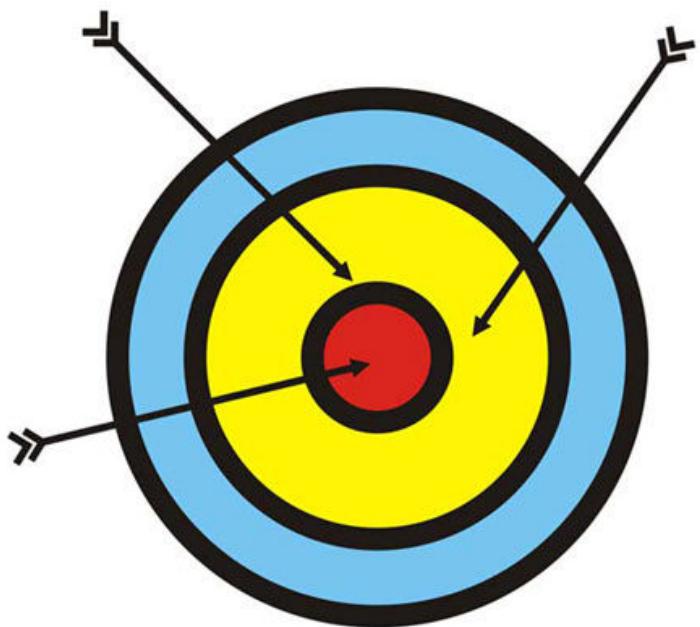
What are the circumstances under which teamwork is essential? Is there a distinction in personnel selection when hiring an individual for a team as opposed to hiring for an isolated or independent task? What is normally expected from a team member? What is expected from a team leader? Why teamwork is essential in attaining the superior quality in product and services.

Teamwork is a medium through which interdependence and collective reliance will work together to achieve results. You will see how team's effectiveness, productivity, and cooperation can be improved by participating in group activities, and especially by regular in-house training. This seminar will focus on applying scientific and tested principles for which systematic methods can easily be learned and utilized to accomplish collective tasks with superior productivity.

The required time for this seminar is 4 to 5 hours, excluding time for lunch

Seminar summary: Goal setting

How can you reach out and attain whatever you desire with ease, self confidence and considerable speed? How can we focus on our objectives and approach them with increased self esteem? How should we set goals and make various preparations to achieve them?



It is not wise to embark on a journey not having a specific destination in mind. In your professional and personal life, it is equally unwise not to have goals, or specific objectives. In most instances, hard work and long hours without an effective strategy to focus and guide our resources is wasteful and often counterproductive.

This seminar covers all related topics: advantages of having goals, rules to observe when setting goals, avoiding procrastinations, and adopting the most productive procedures to reach your objectives.

Are you ready to see how your destiny takes shape in the form of your future goals and objectives which you could define now? You will see how your increased awareness of influential factors paves your way towards your objectives. Every topic and principle will be dealt with patiently and thoroughly. The main concern is to focus on a set of systematic, and easy to adopt methods which you can readily use and see immediate measurable result.

Required time for this seminar is 4 to 5 hours, excluding time for lunch.

Seminar summary: One minute manager

One minute manager is an interesting and comprehensive series of simple and yet essential management principles. Familiarity with these principles will also expand your understanding of human behavioral models.

Proactive management style requires a thorough and accurate understanding of human motivational factors and requires careful planning for the followings:



1- One minute praise

2- One minute goal setting

3- One minute criticism

4- One minute apology

Techniques offered here have actually revolutionized the field of personnel management throughout the world. It is very beneficial to analyze and simplify these principles so that you can apply them to your work and personal life.

Understanding these principles helps you to instill sense of loyalty and camaraderie among personnel and towards the organization. You will be able to help employees to focus on their jobs so that their energy is solely expended on their tasks. Cooperation will intensify, tensions will decrease, need for self preservation will disappear, and individual's defensiveness will give way to collective interdependence and cooperation. Members of your team will feel free to volunteer for new responsibilities and take more initiatives to test new ideas for the benefit of the team and the organization.

Other topics of discussions will be: effective approach to problem solving, timely and appropriate praise and punishment, recognition of true quality, admittance of one's mistake without a sense of guilt.

The required time for this seminar is 4 to 5 hours, excluding time for lunch

Seminar summary: Leadership in management

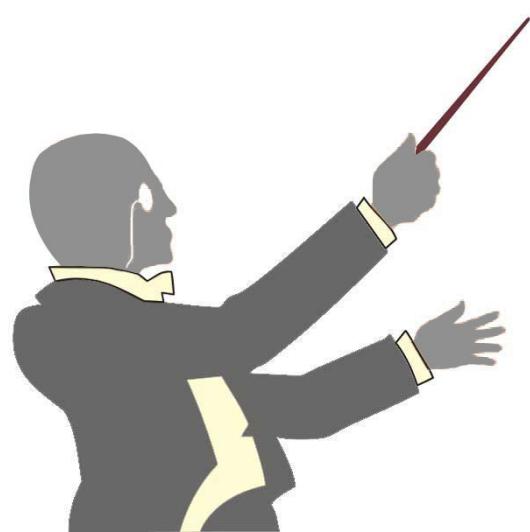
To measure productivity accurately, it must be done while the team is performing under pressure. How can you transform your workforce to an efficient team and aim for the most exceptional and most productive team? Why you should define your team's objectives more clearly and plan to achieve them skillfully. Instilling high morale and keeping the team motivated is a difficult, and yet crucial task for a leader.

One can not be too sensitive or too quick to respond to issues adversely affecting the team's creativity and productivity. Organizations are expected to attract and maintain the exceptionally talented and highly effective individuals. Does your organization have special plans to do so?

Innovation and productivity have always been, and always will be the formula for success. Contrary to the common belief, these factors can be the common attributes for every individual and every organization. A true leader must create the most suitable environment where team members can grow and become more capable and productive.

Organizations often, more so recently than in the past, are forced to rethink their goals and the means to achieve them. To be competitive, and to plan successfully, one has to sharpen one's insight to understanding the underlying influences and foresee the dominant trends. This seminar will help you to face challenges, personal as well as professional, with renewed degree of confidence and determination.

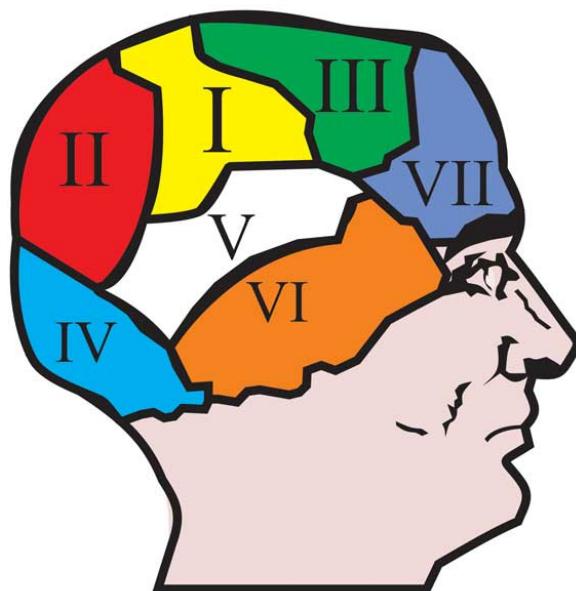
New scientific principles, along with clear examples, from the traditional and practical management styles, will be presented in an easy-to-follow format so that you could easily apply and benefit from them.



The required time for this seminar is 5 to 6 hours, excluding lunch time

Seminar summary: Seven habits of highly effective people

Would you like to be more successful in everything you aim for? You will see how highly effective and successful people act, think, and behave differently. Seven habits of highly effective people will be carefully analyzed and presented to you. You will be motivated to readily adopt these habits and overcome challenges in your daily activities with superior success.



This seminar will help you to identify the necessary changes in your personal and professional life, and will empower you to make the necessary changes. It will show you how you may overcome your own inadequacies and help others around you to do the same.

This seminar covers the principles for proper delegation of responsibilities and authorities. You will be sufficiently ready for self examination in order to identify and recognize those attributes that have brought you success. Your newfound self confidence will enable you to enjoy your personal and professional life and draw more satisfaction from everything you do. You will be able to focus more on important objectives and plan for success accordingly.

The required time for this seminar is 4 to 5 hours, excluding time for lunch

Seminar summary: Psychology of achievement

You are capable to do more than you have previously believed you could. Would you be interested to know the methods used by the most confident and successful people? You will be presented with ways and methods which can boost your self confidence, identify your future objectives, and help you to program yourself for more success and happiness. How would you build meaningful and stable relationships? How would you be able to reach your goals sooner than expected?



This seminar will help you to utilize your untapped and hidden potentials. You will be shown how important it is to use your past unfortunate experiences in a positive way and to accept responsibility for your past, as well as for your future actions. You will be presented with a number of simple, and yet powerful, principles influencing your success in personal, and in your professional life.

The required time for this seminar is 4 to 5 hours, excluding time for lunch.

Seminar summary: Confident woman

Asserting yourself at work, home, and in your relations confidently and effectively are the focal points on your success and happiness. In every society Women's roles and responsibilities are changing and always expanding.

Women often are expected to undertake many sensitive and conflicting roles. Woman's ability in undertaking all these responsibilities will determine the degree of her success.



Women, like men, need to be able to manage and control their interactions with others and focus their resources on their objectives, and show determination and persistency. From a practical point of view, these, and many more related issues will be discussed in detail.

How could a woman work alongside men and enjoy the same success? In addition to the household chores - women like men need to plan and manage their careers effectively. To accomplish these responsibilities successfully and satisfactory, women need to use the same techniques and disciplines used by other successful professional men and women.

Relationship between man and woman, both at home and at work, has undergone a tremendous transformation. Woman's inability to face social pressures, household responsibilities, and often stubborn male counterparts, not only may undermine her freedom and equality, but also creates doubts about her own strengths and abilities. These principles will be presented in an easy-to-apply format - so that you can focus on your objectives. Women need to prevent others from coercing them or influencing their decisions, and often with detrimental results. This seminar will help you to eliminate tensions, stress, and reduce the amount of guilt you may feel when asking your spouse or colleagues for help.

The required time for this seminar is 3 to 4 hours, excluding time for lunch.