



4D Training

## **Personal Presence and Self Awareness**

### **Who Would Benefit?**

All individuals who would benefit from learning how to increase their levels of confidence and motivation.

### **Objective**

By the end of the course, individuals will understand how to improve their personal presence having received feedback on their own personal style and strengths and weaknesses. Through a variety of personal questionnaires and exercises they will have a range of tools and techniques to enable them to achieve this and have the confidence and motivation to apply these in their work life.

### **Content**

- Personal presence.
- What do you want to achieve, why and in which situations.
- Self-awareness.
- Personal motivation and values.
- Personality types and behavioural styles.
- Personal strengths and weaknesses.
- Your knowledge, skills and aptitudes.
- Understanding your communication style and how effective is it.
- Improving your personal presence.
- Assertiveness.
- Making an initial impact:
  - personal presentation
  - verbal communication
  - non verbal communication.
- Influencing skills.
- Group process and facilitation.
- Effective listening and questioning.
- Building rapport .
- Networking .
- Developing your skills.

### **Duration**

One day