



**Public Relations &
ommunication skills**



SCANDINAVIAN ACADEMY
Training and Development

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Course: The Art of Dealing with Others

| Code | City | hotel | Start | End | price | Hours |
|------|---------------------|--------------------|------------|------------|--------|-------|
| 101 | Beirut (Lebanon) | Hotel Meeting Room | 2024-08-18 | 2024-08-22 | 2550 € | 25 |

Course Description

The reason 90% of people fail in life is a failure to deal successfully with people. All of us are different. Your idea of success may be different from mine. But there is one big factor which all of us must learn to deal with if we are to be successful and happy. The one common denominator to all success and happiness is other people. Skill with people is the one essential ingredient for success and happiness at home and in business. "The Art of Dealing With others" gives you the skills to take your people skills to a level that you never thought possible. This five-day course will show you how to achieve your goals, handle the human ego become a master conversationalist, make others feel good about themselves, and much more.

Course Goal

To enhance the participants knowledge, skills, and abilities necessary to successfully deal with other people in order to take your people skills to a level that you never thought possible.

Course Objectives:

- List the benefits of effectively dealing with difficult people.
- Understand and identify different behavioral styles and adapt as necessary.
- Apply techniques for dealing with difficult people.
- Deliver constructive feedback.
- Develop an action plan to improve your relationships with others
- Compare one-way versus two-way communication and analyze the verbal and non-verbal components of the



communication process

- Identify his personal listening styles and cite different approaches to improve his listening skills.
- Role-play different personality types and identifies effective ways to deal with them

Who Can Benefit?

Those who want to improve their communication skills, analysts, customer service and support personnel, and managers

Course Outline

Good Manager, Bad Manager - What Do You Want to Be?

- What can sabotage achieving success in a supervisory role.
- Techniques for gaining the respect of former coworkers and setting appropriate boundaries.

Perception and Human Behavior

- The Significance of Perception in human Relationship
- The Process of Dealing with others

Building Personal Credibility - Understanding Different Communication Styles

- Communication and Interpersonal Skills:
 - Importance
 - Elements
 - Methods
 - Obstacles
- How to Recognize your Communication Ability
- How to adjust and coach for better communication



The Process of Verbal Communication

- Definitions and barriers
- Verbal and non-verbal Behavior
- One-way versus two-way Communication

The Importance of Listening

- Listening Versus Hearing
- The Listening Process
- Types of Listening
- Ten Tips to improve Listening Skills

Dealing with Different Personalities: Dealing with the Challenging

- Ways to Cultivate Relationship and Resolve Conflict
- Identify the types of difficult people
- Understand why difficult people are difficult
- Deal with difficult people
- Use your communication skills to:
 - Control your behavior
 - Select appropriate ways of behaving
 - Influence others behavior
- Give and receive feedback effectively
- Improve performance and manage others
- Carry out disciplinary procedures and interviews
- Action plan of how to deal effectively with difficult people and get results



The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
 - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
 - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
 - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
 - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
 - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
 - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
 - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
 - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
 - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
 - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.