

APPLYING EI FOR WORK SUCCESS & TO IMPROVE PRODUCTIVITY

100% HRDF CLAIMABLE



(including a special session on Stress Management)

The rules are changing. Success used to be measured by what you knew or how smart you were. But today it's how you handle yourselves & your relationships at work. EI is more important than IQ, the traditional method for measuring your intelligence. EI consists of both inter-personal & intra-personal intelligences. Groundbreaking research concluded that people with high EI generally perform better at work than those with high IQ. Contrasted with the traditional IQ which cannot be changed, **you can develop, learn & continue to develop as you go through life, learning from your experiences.**

How then can you develop your EI? How can EI make you work more effectively at the workplace?

COURSE PURPOSE

Today's fast pace & high rate of change requires different skills for survival & success. Higher stress levels require better handling abilities. Mentoring relationships at work are particularly essential in times like these. Expertise in a particular field plays a lesser role while internal qualities like resilience, initiative, optimism & adaptability are taking on new value.

The purpose of this course is to acquaint you with the principles of EI, help you to assess your own abilities & guide you to heightened awareness of ways how EI can help you get the results you required at the workplace.

In this reflective, self discovery workshop; you will learn to be aware of yourself, manage your moods, empathize with others, hone your social skills, manage stress & re-energize yourself. Managing & controlling your emotions can bring about increased productivity & joy in the workplace.

You will experience 2 full days of super interactive & dynamic instructions on the 4 main dimensions of EI/EQ: self-awareness, self management, social awareness & relationship managements.

LEARNING OBJECTIVES

Upon completion of the workshop, you will be able to:

- Learn to apply EI at work & understand why you need to develop this important skill
- Identify your personal strengths & blind spots revealed through self assessment
- Gain an honest & accurate awareness of yourself to perform more effectively
- Monitor & adapt your own emotions for the benefit of yourself, your team & department
- Master self management skills in ways that boost productivity & accomplishment
- Apply relationship management skills in ways that enhance the ability to work collaboratively, resolve conflicts & achieve dramatic results
- Be able to use practical EI techniques in work-related applications including communication, leadership, management, coaching, working with others, sales, customer service & supervision
- Have a positive influence on the emotion & motivation of others
- Develop cohesive, emotionally intelligent working relationships

ORGANIZATIONAL IMPACT

- Improve teamwork & teambuilding skills through greater EI
- Enhance cooperation through better relationship building skills
- Develop a emotionally intelligent work environment
- Understand & work better with different personality styles

WHO SHOULD ATTEND - THIS WORKSHOP IS DESIGNED FOR ...

All managers, executives & non-executives who want to enhance their EI so that they can understand themselves & interact with others better. All who need to improve their effectiveness at both the interpersonal & professional levels. All who aim to keep updated on recent, cutting-edge developments in EI with improved collaboration & conflict management skills.

TRAINING METHODOLOGY

This workshop's methodology is a combination of expert input, interactive practical exercises, self assessment, lots of hands-on role-play, group discussions, exercise worksheets, practical projects, presentations, creative music, visualizations together with action plans supported by video material, EI activities & powerful NLP techniques.

You are encouraged to participate actively in relating the principles of EI to the particular needs of your workplace & you will also get to practice & have hands-on experience on the workshop's applications.

All the above are designed to promote an enriched EI learning experience with lots of relevant activities, networking, laughter, de-stressing & powerful insights.

COURSE OUTLINE FOR 2 DAYS

Day 1: 9.00am – 5.00pm

WHY YOU NEED EI TO ACHIEVE THE WORK SUCCESS DESIRED?

- The emotional brain - intrapersonal & interpersonal intelligence
- EI vs IQ - what? when? why? how?
- Framework & 4 dimensions of EI
- Consequences of low EI on work effectiveness
- How does EI impact on your life, career & business

Activity: Power of Deep Breathing

EXPLORE & DEVELOP SELF-AWARENESS

- Personality Profiling - self assessment of behavior pattern
- Who are you? What do you see? How do you feel most times? What do you think?
- Scoring & interpretation of results - take stock of your strengths & limitations
- EI Test - how emotionally intelligent are you?
- Increasing your self-esteem & self confidence
 - changing negative self image
 - self esteem plan
 - ways to build self confidence
- **Reflection: Wheel Of Life - Life Map & Picture**
- **Anchoring Self Confidence**

WHAT TRIGGERS YOU EMOTIONALLY?

- Observe yourself & be aware - recognize emotional patterns
- Identifying hidden emotional triggers - word/ event triggers
- Identify the true nature of your fears
- Discover emotional navigation skills
- **Action Plan To Get Rid Of A Lifetime of Negative Programming**
- **Technique to Remove Emotional Blind Spots & Defuse Emotional Hot Buttons**

DEVELOP SELF-MANAGEMENT SKILLS

- Strategies to increase emotional self-control & to manage moods
- Ensure you have purpose, direction & goals in life
- Understanding self motivation & attitude effect
 - re-energizing & recharging yourself
 - your personal quiet time
 - stress management
- Techniques for Increasing hope, optimism & motivation
- Facing changes - adaptability & flexibility
- **Self-Control Exercises: Anger/Stress/Anxiety Management, Coping Thoughts, Mood Management Skills, Managing Negative Emotion**
- **SPECIAL SESSION: POWERFUL FEAR REMOVAL & HEALING MANTRA**

Day 2: 9.00am – 5.00pm

HOW TO CHANGE YOUR STATE FROM DOWN TO UPBEAT INSTANTLY

- Change your physiology
- Change your mental map/ blueprint
- Change your focus
- Change the meaning you give to life - reframing
- Anchoring your wins in life
- **Interactive Practical Exercise: All 5 Techniques**

MENTAL TECHNIQUES FOR HANDLING STRESS

Anticipating & avoiding potentially stressful situations. Learn coping techniques such as relaxation therapy, visualization & positive thinking for handling workplace stress.

- **Techniques of Affirmation, Visualization, Self Talk Therapy & Creative Music**

DEVELOP SOCIAL AWARENESS

- Organizational awareness - relating & working well with people
- Learn about insight analysis & communicate with EI
- Perception & applying EI to different situations
- Guidelines to develop empathy & insight analysis - how it matters in your life
- **Role Play: Perceptual Positioning**
- **Develop Sensory Acuity To Boost Your Ability To Empathize & Pitfalls To Avoid**

DEVELOP SUCCESSFUL PEOPLE SKILLS FOR IMPROVING RELATONSHIP AT THE WORKPLACE

- Relationship management - underlying behaviors & tips for improvement
- Learn to deal with conflicts & emotionally charged situations
- Building rapport to achieve trust & creating collaboration
- **Role Play: Techniques For Rapport Building**
- **Role Play: Constructive Feedback, Factors That Hinder Feedback**

ASSESSMENT : Putting It Together & Developing Your EI Action Plan

Following attendance on the workshop you are required to complete a reflective review & develop your **EI Action Plan**. You should bear in mind the topics covered on the program. The reflective review should culminate in an action plan which addresses any shortcomings in your style &/or impact on how you will attempt to mitigate these in the future.

EVALUATION. CERTIFICATION CEREMONY. THERAPY SESSION (optional).

RESOURCES & BONUSES JUST FOR YOU TO TAKE BACK - ABSOLUTELY FREE!! (Just bring along a thumb drive). These Are To Ensure You Stay On Track To Achieve Your Corporate Goals & Results Desired. Plus You Continue To Remain At Peak Performance Even After The Seminar Is Over.

Resource #1: A 100 page comprehensive Training Manual, beautifully & creatively designed with Workbook & Extra Learning Materials

Resource #2: Certificate of Accomplishment

Resource #3: Ready To Use Checklists, Action Plans, Worksheets & Templates for Easy Reference

***Free* Bonus #1: Audio CD by Julie Dittmar (USA) on Hypnotherapy for Inner Peace for Stress Control. Eliminate stress & work tension while you sleep!**

***Free* Bonus #2: Subliminal CD on Perfect Health by Silva Mind (USA) - have excellent health effortlessly! Without health you will not be able to achieve all your corporate goals & give the results desired**

***Free* Bonus #3: Mind Movie created by Rachel Khor on “The Beautiful Life”**

***Free* Bonus #4: Audio CD on Little Voice Management (USA). Tips to control the subconscious mind & self sabotage**

***Free* Bonus #5: Videos on Guided Meditation, Relaxation & Breathing**

***Free* Bonus #6: Video on Laughter & Feel Good Session. If you cannot laugh or feel good due to stress, Just FAKE It! The videos show you how.**

***Free* Bonus #7: After the training is over, another 6 months of free advice, counseling & follow up by Rachel Khor for participants by phone & emailing**

3 Training Resources & 7 Bonuses absolutely *FREE*. HURRY! Unbeatable offer & value!!! You always get more with iTrainingExpert.com

COURSE TRAINER

RACHEL KHOR is a Master Trainer with more than 20 years experience in the training & consulting business. Prior to starting her own company she has worked with the Singapore Government & was the Conference Director of AIC, an international conference company listed on the London Stock Exchange, based in Australia.

She is a Certified Instructor in Stress Management, EQ & EFT Trainer. She is also a Certified Instructor in Interaction Management, Social Styles & Feelings. She is also a Certified NLP Practitioner & is currently pursuing her Master Certification in NLP. She is also a PSMB Certified Trainer & she also has Certification in Hypnotherapy from London College of Clinical Hypnosis (LCCH). She is a Master Trainer in EI, Creativity, Problem Solving Skills, Leadership, Peak Performance, Self Motivation, Communication & Negotiation Skills.

She has trained under the world famous Millionaire Mindset trainer, T Harv Eker where she trained in Master Your Mind & Guerilla Business Intensive. She has also trained under America's leading management trainer, Blair Singer for Sales Dog Training, Powerful Sales Presentations & Train the Trainer. She has attended courses in Leadership & Change Management from world renown Leadership & Change Management guru, John Maxwell.

She uses Accelerated Training Techniques in all her training courses for guaranteed, rapid & effective results required by today's top corporations & management.

She has honed & fine tuned her training skills & techniques over a period of 18 years of varied business experiences as well as running her own event management company. Over the last 18 years her company has organized close to 5000 conferences, workshops & seminars in Malaysia, Singapore, Indonesia, Thailand, Hong Kong & China reaching out to over 300,000 participants.

She is also a Master Trainer in Mind Control & Mind Power, Edward De Bono's Creativity & Lateral Thinking courses. She has also undergone Stephen Covey's 7 Habits of Highly Effective People. She is a keen practitioner of Mind Mapping & Mind Power strategies by Tony Buzan.

She has been coached & trained with some of the best world class trainers, business gurus, leading coaches & entrepreneurs including Anthony Robbins, Robert Kiyosaki, Blair Singer, Harv Eker, John Maxwell, Jay Abraham, Joel Roberts (communication guru), Dr Joe Vitale (hypnotic marketing), Jose Silva, Burt Goldman, among many others.

She has conducted numerous workshops & seminars throughout Malaysia, Jakarta, Bangkok, Singapore & China. She received her training in USA, UK, Australia & Singapore.

She uses all her training & knowledge in neuro linguistics programming (NLP), mind power, success principles, science of getting rich, psychology, human behavior analysis, coaching, counseling & years of training to deliver the RESULTS DESIRED EVERY TIME.

She is also backed by 18 years of top management corporate experience & exposure having worked for both public organizations as well as private companies in Australia, UK, Singapore, Indonesia, Thailand & Malaysia.

Over a 12-year period, Rachel has trained, coached & counseled thousands of participants from various industries in both the public & private sectors to:

- 👉 be creative & be a solution provider at all times
- 👉 communicate in a manner that provides the results required
- 👉 improve productivity & profitability
- 👉 manage their emotions & be in control at all times
- 👉 continue to be effective even under high pressure & stress
- 👉 be self motivated & be at peak performance when facing crisis & tough times
- 👉 clear & get rid of emotional baggage, negativity, stress & self sabotage
- 👉 master the universal principles of success to achieve corporate goals & objectives

Rachel is an extremely creative, dynamic, charismatic, humorous & versatile trainer who has excellent communication skills & easily develop fantastic rapport. Due to this she always receives rave reviews & excellent ratings. She achieves this by ensuring her training is relevant, highly interactive, exciting, stimulating & inspiring - made fresh with new ideas & concepts.



SATISFACTION GUARANTEED!



Her *Unique Selling Point* is her creative approach to training & her ability to make the training unique, enjoyable yet rewarding with practical techniques, strategies & tactics. What she teaches can be immediately applied back at the office for immediate results. She mixes no nonsense pragmatic information with creative mind power & mindset changing strategies to make the course powerful & results oriented.

***“Strategies that work, Solutions that matter, Results that last”
make up key words which define Rachel’s dedication in her training programs.***

RACHEL’S IN HOUSE CLIENTS INCLUDE ...

Kementerian Kewangan, BNM, MAA, Msian Reinsurance, Ambank Unit Trust, HSBC, Exim Bank, ADFIM, ERF, TPPT, Petronas Carigali, Petronas Holdings, TNB, Texchem, Worldwide Holdings, Subang Medical Centre, Sunrise, SP Setia, Selangor Dredging, MBF Cards, Dell, Mimos, Compaq, Sara Lee, White Horse Ceramic, V Source, Maxis, WPG International, Tencate, Sharp Roxy, Takeuzi, Formosa Prosonic, Pan Malaysia Pools, IOI, Jasa Kita, ACE Insurance, SIC, AIC, Totokiki, Kotak, Camcar Textron, Watta Battery, Malaysian Airport, Westport, Samsung, Global Bond, Saujana Resort, Agilent, Continental Sime Tyre, Ansell, Cam Precision, Infineon, Kanzen, Tokio Marine Insurans, Merck, EON Bank, MRCB, etc

INVESTMENT

Individual: RM 1299.00 per pax

Group discount: RM 1099.00 per participant for a minimum of 3 participants register together.

(Fee inclusive of Buffet Lunch, Refreshment, Training Materials and Resources, Certificate of Completion)



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WEBSITE: www.iTrainingExpert.com

(iTrainingExpert.com's management reserves the right to cancel or reschedule the above course and shall inform the participants)

Feel free to forward to others because you see that this is useful for them

REGISTRATION FORM

TRAINING REGISTRATION FORM (PUBLIC PROGRAM)				
Upon submission of this registration form, you undertake the Registration Policies and have read and understood the terms and regulations.				
Registration date: _____				
Training Programme Title: _____				
Training Programme Date: _____				
Fee per pax (RM): _____ Total (RM) _____				
Meal preference: <input type="checkbox"/> Vegetarian Normal <input type="checkbox"/>				
No	Participants Name	Designation	Contact No (Handphone)	Email
1				
2				
3				
Company Name: _____				
Address: _____				
Telephone : _____ Fax : _____				
E-mail : _____				
<u>Contact Person</u>				
Name : _____ Designation : _____				
Telephone : _____ Fax : _____				
Mobile: _____ Email: _____				
Authorised Signature			Company Stamp	
<u>Terms and Condition:</u>				
1. <i>Quotation and Invoice will be issued for your payment. Please make cheque payable to: THE ENGLISH EXPERT PUBLISHING AND TRAINING. Bank into Maybank Account 5128 5700 6541. Email or fax the payment slip back to us for confirmation.</i>				
2. <i>We reserved the right to change the date or venue, and to cancel the training program should circumstances beyond our control arise. We shall inform participants of the changes.</i>				
3. <i>The course offered is SBL claimable under HRDF.</i>				
FAX THIS FORM TO +603-8070 4164 or email to info@itrainingexpert.com				