



An ISO 9001:2008 Certified Company

Training Seminars & Courses in USA 2015

Houston, Orlando & San Francisco



AZTECH'S GLOBAL PRESENCE

Our training programs are conducted in 13 different global cities worldwide that reflects the progressive approach we have towards delivering our quality assured training programs. These carefully selected venues provide our delegates with an enhanced learning experience achieved through immersion in a diverse and multicultural environment.



IN THIS SERIES

TRAINING SEMINARS & COURSES IN USA

STRATEGY
 MANAGEMENT & LEADERSHIP
 PROJECTS MANAGEMENT
 HEALTH, SAFETY & SECURITY
 INTENSIVE 10-DAYS
 ADVANCED SKILLS

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An aerial view of the Houston skyline at dusk, with a blue color cast. The image shows numerous skyscrapers and buildings, with some lights visible in the windows. The sky is dark with some clouds. The overall mood is professional and modern.

ABOUT THE VENUE

HOUSTON, TEXAS

UNITED STATES OF AMERICA

Houston's economy has a broad industrial base in energy, manufacturing, aeronautics, and transportation. It is also leading in health care sectors and building oilfield equipment. The city has a population from various ethnic and religious backgrounds and a large and growing international community. It is home to many cultural institutions and exhibits, which attract more than 7 million visitors a year to the Museum District.

HOUSTON

The Leadership Journey

Communication, Innovation and Vision

04 - 08 May 2015

Houston, Texas

\$6,450 - 2015 participant

Why Choose this Course?

This intensive course offers a unique and personalized dialogue that will challenge, provoke and revitalize your leadership thinking. The journey metaphor will offer an exciting opportunity to reflect on the meaning of leadership and to explore how previous events and critical incidents have shaped your leadership mindset.

This course highlights that mastering leadership is a lifelong quest. It is a journey of experience set against the themes of self-discovery, growth and commitment. By attending this innovative and interactive course, you will learn what it is to be a 'true leader', recognise the importance of building your 'leadership legacy' and acquire skills to engage and influence others more effectively.

This course will feature:

- How to harness the power of vision and visualization
- Understanding the real meaning of leadership
- How to become a master of communication and influence
- Techniques to motivate and inspire your people
- Tools for innovative practice that generates momentum within self and others

What are the Goals?

By the end of this course, participants will be able to:

- Apply the principles of true leadership which can build a worthy legacy
- Create and frame a powerful vision for personal, team and organisational direction
- Evaluate and employ communication techniques that motivate and engage employees
- Create an empowering culture of innovation for organisational improvement
- Employ behavioural techniques which exert influence, ignite passion and generate enthusiasm

Who is this Course for?

The course has been specifically designed for those with a serious desire to improve their leadership. If you are just commencing your leadership journey or have been in a leadership role for many years, this course will raise your expectations and personal level of leadership.

This course is suitable to a wide range of professionals but will greatly benefit:

- High potential individuals about to undertake a leadership role
- Leaders wishing to reexamine their understanding of leadership
- Individuals who lead key business initiatives
- Professionals seeking to lead with influence rather than authority

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes delivery in a fun and an inspiring style that will inform, educate and entertain. The emphasis is on experiential learning and applying theory in a practical way to foster good practice.

All activities are focused on making an impact and improvement. The learning process is designed to accommodate all styles of learner. This course will be an exciting journey of discovery the delegates will surely enjoy.

The Course Content

Daily Topics:

- Leadership: Setting the moral compass
- Creating the future Vision
- Communicating to Engage
- Sustainability through Innovation
- Influence, Passion and Legacy

Strategy Excellence

From Strategic Vision to Tactical Execution

04 - 08 May 2015

Houston, Texas

\$6,450 - 2015 participant

Why Choose this Course?

This course will enlighten professionals in finding a way to translate strategic objectives and intentions into operational components, plans, procedures, and systems that enable the successful execution of the strategy by front-line managers and employees. The key is to create the conditions for success.

Coming up with a great strategy is one thing, but actually implementing it to get the expected results is quite another. This is why the real challenge in strategy is in execution. Professionals require the skills and competencies to go from strategy formulation to day-to-day tactical execution while ensuring the achievement of results that align with the strategy.

This course will feature:

- The essential differences and commonalities of strategy and tactics
- Operational level campaign planning, the techniques and processes for creating the organisation, structure, systems, human capital, and other resources to support the tactical front-line in achieving success in alignment with the strategy and strategic objectives
- Measuring progress and results and comparing them to objectives at the strategic, operational, and tactical levels
- Fundamentals of planning, execution, and progress/ results measurement
- Nested hierarchical planning, mission analysis, and mission leadership

What are the Goals?

By the end of this course, participants will be able to:

- Understand and apply the Planning and Execution Framework.
- Develop and communicate strategic vision, mission, and intent.
- Understand how to turn strategy into actionable, operational plans.
- Set the conditions for successful execution of strategy and plans by creating optimal support structures, systems and processes.
- Execute on the plans and lead tactically in the face of obstacles and challenges.

Who is this Course for?

Executives, Entrepreneurs, and Managers who must develop and execute excellent strategy in highly demanding, competitive conditions are encouraged to attend to this course.

This course is suitable to a wide range of professionals but will greatly benefit:

- Line and functional Managers, professionals responsible for strategy, marketing, business development, operations, HR, product development, and other functional departments within businesses and other organisations
- Intermediate and advanced level managers, team leaders and supervisors within all sectors, private and public, profit and not-for-profit

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes speaker input, facilitated discussion, syndicate work and practical exercises, videos, self-tests, all with an emphasis on delegate involvement throughout.

The Course Content

Daily Topics:

- From Vision to Results: The Planning and Execution Framework
- Strategy: Setting the Vision and Direction
- Operational Campaign Planning: Turning the Strategy into Actionable Plans
- Operational Systems and Processes: Setting the Conditions for Successful Execution of Strategy
- Tactics: Getting Results and Leading in the Face Competition and Obstacles

Advanced High Performance Leadership

04 - 08 May 2015

Houston, Texas

\$12,900 - 2015 participant

Why Choose this Course?

This 10 day intensive course has been specifically designed for professionals who want to significantly increase their ability to lead individuals and teams as well as gain a deeper understanding of the true meaning of a leadership. This course will demonstrate practical not theoretical ways to lead people for which delegates will be challenged to practice the latest leadership, management and coaching methods whilst being given feedback on coaching to help you master these skills. Gaining insights and tools from two different leadership experts means that you will leave this intensive 10-day advanced level program feeling recharged and confident to lead others back in your organisation.

This course will feature:

- How to harness the power of vision and visualization
- Understanding the real meaning of leadership
- Designing of coaching and engagement strategies
- Demonstrations of techniques to manage teams and individuals
- Develop Techniques to motivate and inspire your people
- Identification of your individual leadership style

What are the Goals?

By the end of this course, participants will be able to:

- Understand coaching and empowerment at advanced level
- Apply techniques to engage your people
- Create an empowering culture of innovation for organisational improvement
- Employ behavioural techniques which exert influence, ignite passion and generate enthusiasm
- Design an employee engagement strategy for business results

Who is this Course for?

This course is suitable to wide range of professionals, but will greatly benefit:

- Directors
- Senior Managers
- Managers
- Department Heads
- Team Leaders

How will this be Presented?

This course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This will include business case studies from various industries, video, group exercises, peer feedback group discussion and practical demonstrations. The emphasis is on experiential learning and applying theory in a practical way to foster good practice.

The Course Content

Daily Topics:

Module 1: The Leadership Journey

- Leadership: Setting the moral compass
- Creating the future Vision
- Communicating to Engage
- Sustainability through Innovation
- Influence, Passion and Legacy

Module 2: The Leadership Challenge

- The Challenge of Motivating and Inspiring People
- Inspirational Leadership
- Enabling People Utilize their Strengths
- Engaging and Encouraging your People
- Personal Leadership Challenge

The Leadership Challenge

Inspire, Enable & Encourage

The Leadership Challenge

Houston, Texas

\$6,450 - 2015 participant

Why Choose this Course?

This course has been designed for people who understand that to be a leader we must challenge ourselves at every opportunity. This course will be an out of the comfort zone experience and is aimed to challenge you to be the very best leader you can be, working on your ability to inspire, enable and encourage. You will be coached and given feedback at every opportunity.

This program will challenge many of your assumptions about leadership, and will use advanced level coaching techniques to challenge you to be the best leader that you can be.

This course will feature:

- Identification of your individual leadership style
- Understanding of what it takes to lead others
- Designing of coaching and engagement strategies
- Demonstrations of techniques to manage teams and individuals
- Apply tools to deal with under performers

What are the Goals?

By the end of this course, participants will be able to:

- Understand what it takes to move to a higher level of management/leadership
- Apply Communication in a way to inspire others
- Understand coaching and empowerment at advanced level
- Apply techniques to engage your people
- Design an employee engagement strategy for business results

Who is this Course for?

The course has been specifically designed for those with a serious desire to become a better leader, whether you are just starting your leadership journey or whether you have been a leader for many years. This course will boost you to the next level of leadership. This course is suitable to a wide range of business professionals but will greatly benefit:

- Supervisors/Team Leaders
- Managers
- Department Heads
- Heads of Divisions

How will this be Presented?

This course will utilise a variety of proven adult training techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes business case studies from various industries, video, group exercises, peer feedback group discussion and practical demonstrations.

The Course Content

Daily Topics:

- The Challenge of Motivating and Inspiring People
- Inspirational Leadership
- Enabling People Utilize their Strengths
- Engaging and Encouraging your People
- Personal Leadership Challenge



ABOUT THE VENUE
ORLANDO, FLORIDA
UNITED STATES OF AMERICA

Orlando, a major city in the U.S. state of Florida. Orlando is nicknamed “The City Beautiful” and its symbol is the fountain at Lake Eola. The city is also one of the busiest American cities for conferences and conventions. It is the most visited American city in 2009 and is famous for its attractions that form the backbone of its tourism industry. It is the fifth largest city in Florida, and the state’s largest inland city.

ORLANDO

Leading with Confidence

Managing & Building Confidence through Communications

22 - 26 Jun 2015

Orlando, Florida

\$6,450 - 2015 participant

Why Choose this Course?

This course is designed for delegates who wish to achieve a high level of self confidence and the ability to communicate in a strong, assertive and confident manner. This high level of confidence is needed in a variety of everyday business situations especially when communicating to groups or individuals. It is a proven fact that an individual's level of personal self-confidence will impact greatly on one's business success.

Further, this course is designed for people who wish to boost their confidence and assertiveness so that they can lead people more effectively.

This course will feature:

- How to demonstrate assertiveness when necessary
- The application of techniques to win others to your way of thinking
- How to communicate confidently to groups of people
- The application of techniques to get your point across strongly in a meeting
- How to communicate professionally to senior management

What are the Goals?

By the end of this seminar you will be able to:

- Speak to groups in a way that will inspire and motivate them
- Put your message across assertively in business meetings
- Get people to buy into your ideas
- Speak with passion and confidence
- Project confidence and credibility to those you work with

Who is this Course for?

This course will benefit delegates who want to sell their ideas to others, and communicate with confidence to both groups and individuals. This course is suitable to a wide range of professionals but will greatly benefit:

- Professionals who want to be seen as a strong, assertive and confident leader.
- Professionals who want to improve their communication skills
- Professionals who wish to improve their self-confidence
- Aspiring leaders who want to achieve a high level of confidence

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The course is highly interactive, and will require participation from all that attend, a mixture of lecture, group discussion, practical exercises, people will be taught how to communicate to groups and have the chance to practice speaking in public, and practising communicating in various realistic business situations.

The Course Content

Daily Topics:

- Creating a Confident and Credible Image
- Confident Communication to Groups
- Confident Communicating to Get Results
- Communicating Passion
- Enhancing your Profile Within the Business

Building Task Leadership Skills

22 Jun - 03 Jul 2015

Orlando, Florida

\$12,900 - 2015 participant

Why Choose this Course?

This series of two courses focuses on the use of productive practices that allows a person to become more self-confident and communicate in a confident manner. This is important to deliver effective and efficient project work, establish priorities and meet deadlines. This is crucial because the level of competition in current business environments requires an emphasis on practices that build a personal level of self-confidence and assists in management of personal and work group tasks, priorities and projects.

All types of organizations need to find more productive means to offer their products and/or services and build confidence and assertiveness in employees.

This course will feature:

- How to communicate confidently to groups of people
- Techniques to establish priorities for work and be able to meet crucial deadlines
- Management methods, processes and procedures to be more productive
- How to communicate professionally to senior management
- Techniques on how to interact better with others to complete tasks

What are the Goals?

By the end of this course, participants will be able to:

- Apply basic planning project tools to plan work strategy
- Speak with passion and confidence
- Integrate the characteristics of colleagues who assist in our work
- Develop positive interpersonal techniques for better management of work
- Project confidence and credibility to those you work with

Who is this Course for?

This course is suitable to wide range of professionals, but will greatly benefit:

- Those who want to improve their communication skills
- Those who wish to improve their self-confidence
- Those who wants to learn techniques to work with other colleagues
- Those who are starting as a new Manager
- Aspiring leaders who want to achieve a high level of confidence

How will this be Presented?

This course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes highly interactive learning activities using presentations, group discussion, practical exercises, videos, team and individual practice exercises and case studies.

The Course Content

Daily Topics:

Module 1: Leading with Confidence

- Creating a Confident and Credible Image
- Confident Communication to Groups
- Confident Communicating to Get Results
- Communicating Passion
- Enhancing your Profile within the Business

Module 2: Managing Multiple Tasks, Priorities & Deadlines

- Introduction of Work Task Concepts
- Importance of Planning in Management of Tasks
- Setting Priorities & Deadlines in our Time Management
- Skills Required to Deal with People in our Work Assignments
- Personally Managing Tasks to Implement Change

Managing Multiple Tasks, Priorities & Deadlines

Achieving Results through Task Leadership

29 Jun - 03 Jul 2015

Orlando, Florida

\$6,450 - 2015 participant

Why Choose this Course?

This well-received course will focus on the use of productive practices that would deliver an effective and efficient management of project work, establishing priorities and meeting deadlines and is an important part of customer service. This is crucial because the level of competition in current business environments requires an emphasis on practices that assist in management of personal and work group tasks, priorities and projects.

All types of organizations need to find more productive means to offer their products and/or services, so goals are established and tasks assigned to better meet customer and stakeholder needs.

This course will feature:

- Management principles and concepts which allow participants to learn techniques to better manage assigned tasks
- Techniques to establish priorities for work and be able to meet crucial deadlines
- Management methods, processes and procedures to be more productive when working on projects
- Techniques on how to interact better with others to complete tasks
- Opportunities to practice on several key task and project management techniques

What are the Goals?

By the end of this course participants will be able to:

- Develop skills necessary to get work completed on time
- Apply basic planning project tools to plan work strategy
- Identify how to establish and maintain task deadlines
- Integrate the characteristics of colleagues who assist in our work
- Develop positive interpersonal techniques for better management of work

Who is this Course for?

The course is designed for persons who desire to learn practical management techniques that will assist them in tasks, establishing priorities and meeting deadlines for work and projects. The course is suitable to a wide range of professionals but will greatly benefit:

- Professional who has an interest in a management position
- Professional who is a new Manager
- Professional who is a new Manager in their department
- Professional who wants to learn techniques to work with other colleagues
- Manager who wants to become a leader in their work role

How will this be Presented?

This course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes learning with presentations, discussion, practical activities, videos, team practice exercises and case studies.

The Course Content

Daily Topics:

- Introduction of Work Task Concepts
- Importance of Planning in Management of Tasks
- Setting Priorities & Deadlines in our Time Management
- Skills Required to Deal with People in our Work Assignments
- Personally Managing Tasks to Implement Change

Effective Time Task & Work Planning

Leveraging your Time to Achieve Job Success and Satisfaction

06 - 10 Jul 2015

Orlando, Florida

\$6,450 - 2015 participant

Why Choose this Course?

This course will give you the opportunity to step back and get clear about what you want to achieve in the long and short term. It will then help you assess your present effectiveness and map out a plan to reach your professional and personal goals. This course will focus on concepts essential to effective time, task management and work planning, enabling you to manage yourself effectively within your own time constraints, be better organized and prioritise your work/life tasks, as well as the people you manage.

Being more effective and efficient at work increases your confidence and motivation to achieve continuously higher levels of success. Through learning to leverage your time and tasks to your advantage, you will achieve maximizing the results in the shortest amount of time, with a greater sense of achievement and satisfaction at work.

This course will feature:

- Streamlining your office, your work flow and work habits for maximum efficiency
- Big picture thinking, short and long term planning, prioritising and scheduling your work
- Working with others to achieve results through teamwork, effective delegation and running productive meetings
- Overcoming common time management mistakes and obstacles
- Mastering yourself and your life through work/life balance, self-awareness and self-discipline

What are the Goals?

By the end of this course, participants will be able to:

- Achieve results on time, with less stress, through planning, prioritizing and delegating work
- Organise their work day, work flow and work systems, to have an effective, and efficient office.
- Manage and motivate others around them, to achieve the synergy of a great team
- Analyse situations and habits that hinder their performance and identify techniques to overcome them
- Achieve job success and satisfaction by setting and reaching short and long term goals linked to personal and company aims.

Who is this Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

- Line and functional Managers, Team Leaders and Supervisors in organizations of all sizes
- Intermediate and advanced level Managers, Team Leaders and Supervisors within all sectors, private and public, profit and not-for-profit
- Professionals who needs to become more effective and efficient in time management and planning

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes group and individual exercises, case studies, role plays and discussions - along with formal inputs.

The Course Content

Daily Topics:

- Setting your Foundation – Organising your Time, Tasks and Office Systems
- Achieving Results through Planning, Prioritizing and Delegation
- Overcoming challenges in Time, Task, Work Planning Effectiveness
- Working with others to Achieve Results
- Managing Yourself to Achieve Life Long Success

Management Skills & Techniques

Effective Goal Setting, Planning & Task Management

06 - 17 Jul 2015

Orlando, Florida

\$12,900 - 2015 participant

Why Choose this Course?

This comprehensive 10-day course will enhance the way you manage yourself effectively within your own time constraints, how to better organize and prioritize your work/life tasks, as well as the people you manage. These skills will develop a more efficient and motivated individual, enabling increased outputs and productivity in any business area.

Businesses and organizations need to find more productive methods of planning, more appropriate goals and effective means of making decisions. This course focuses on using productive practices allowing for effective and efficient management of work and making changes and continuous improvements in the organization.

This course will feature:

- Analysis and understanding change, in all its facets
- Time analysis, delegation, prioritization
- Techniques for creating effective work plans for individuals and teams
- Interpersonal and emotional intelligence to create better team work
- Logical and intuitive decision making and problem solving techniques

What are the Goals?

By the end of this course, participants will be able to:

- Understand and develop skills necessary to set goals and complete work on time
- Use basic planning process tools to plan work strategy
- Utilize a variety of methods to improve decision making and problem solving
- Identify tasks that can be eliminated, prioritized, or delegated
- Analyse situations that hinder their performance and identify techniques to overcome them

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This course is an interactive mixture of lecture, discussion, activities and practice on several management skills. It provides definitions, examples, discussion and activities designed to promote skill building with interaction and discussion among participants

Who is this Course for?

This course is suitable to wide range of professionals, but will greatly benefit:

- Anyone who desires to learn practical management techniques that will assist them in making good decisions, setting personal and team goals and develop personal and team plans
- Line and functional Managers, Team Leaders and Supervisors in organizations of all sizes
- Intermediate and advanced level Managers, Team Leaders and Supervisors within all sectors, private and public, profit and not-for-profit
- Professionals who needs to become more effective and efficient in time management and planning

The Course Content

Daily Topics:

Module 1: Effective Time, Task & Work Planning

- Setting your Foundation – Organising your Time, Tasks and Office Systems
- Achieving Results through Planning, Prioritizing and Delegation
- Overcoming challenges in Time, Task, Work Planning Effectiveness
- Working with others to Achieve Results
- Managing Yourself to Achieve Life Long Success

Module 2: Goal Setting, Planning & Decision Making

- Current Status of Setting Goals, Planning and Decision Making
- Importance of Goal Setting and Planning Management
- Setting Priorities and Making Decisions in the Planning Process
- Working with Your Team
- Developing Personal and Team Change Action Plans

Goal Setting, Planning & Decision Making

13 - 17 Jul 2015

Orlando, Florida

\$6,450 - 2015 participant

Why Choose this Course?

The course will help you understand and utilize several management methods, processes, procedures and practices on several key management techniques. The principles used are easily adapted to an organization's or individual's work assignments. This course presents a methodology of common, standard management techniques using a simple theoretical foundation. Learning is enhanced with practical activities that help develop knowledge and skills.

Businesses and organizations need to find more productive methods of planning, more appropriate goals and effective means of making decisions. This course focuses on using productive practices allowing for effective and efficient management of work and making changes and continuous improvements in the organization.

This course will feature:

- Techniques for creating effective work plans for individuals and teams
- Time Management principles and practices to plan, establish priorities, set and maintain goals
- Essential communication skills to empower improved performance
- Interpersonal and emotional intelligence to create better team work
- Logical and intuitive decision making and problem solving techniques

What are the Goals?

By the end of this course, participants will be able to:

- Understand and develop skills necessary to set goals and complete work on time
- Use basic planning process tools to plan work strategy
- Utilize a variety of methods to improve decision making and problem solving
- Understand how to delegate effectively to achieve goals and build your team
- Develop positive interpersonal techniques for better team relationships

Who is this Course for?

The course is designed for anyone who desires to learn practical management techniques that will assist them in making good decisions, setting personal and team goals and develop personal and team plans.

This course is suitable to a wide range of professionals but will greatly benefit:

- Those who need to become more effective in time management and planning
- Team Leaders and Supervisors
- Line and functional Managers
- Managers of all levels

How will this be Presented?

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The Course Content

Daily Topics:

- Current Status of Setting Goals, Planning and Decision Making
- Importance of Goal Setting and Planning Management
- Setting Priorities and Making Decisions in the Planning Process
- Working with Your Team
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ABOUT THE VENUE

SAN FRANCISCO, CALIFORNIA

UNITED STATES OF AMERICA

AZTech brings our brand of Quality Assured Training to San Francisco, California, USA. Training in San Francisco presents the added opportunity to immerse yourself in the cultural center and a leading financial hub of the San Francisco Bay Area and Northern California. It is known for its cool summers, fog, steep rolling hills, eclectic mix of architecture, and landmarks including the Golden Gate Bridge, cable cars, the former prison on Alcatraz Island, and its Chinatown district. San Francisco is also the headquarters of five major banking institutions and various other companies.

SAN FRANCISCO

Effective Negotiation, Persuasion & Critical Thinking

Negotiate, Influence & Deliver Results

15 - 19 Jun 2015

San Francisco, California

\$6,450 - 2015 participant

Why Choose this Course?

This course considers the importance of building alliances and relationships through the application of negotiation and persuasion. Delegates will work on critical thinking processes to enable them to make better planning decisions in order to achieve success when negotiating alliances.

The course will equip delegates with an essential framework for effective negotiation starting with the planning process and understanding why it is essential to consider the critical points in building and maintaining relationships. Delegates will have the opportunity to exercise and improve their influencing and persuasion skills, and build higher-level communication ability in order to deliver results and maintain alliances for the mutual benefit of the parties involved.

The course will feature:

- Understanding the key issues in forming and maintaining alliances
- Applying critical thinking when planning to negotiate
- Defining the stages within a negotiation process
- Discussing how to defend yourself from aggressive tactics and ploys in negotiation
- Developing higher level communication skills for influencing others
- Applying more influence when negotiating through practical exercises

What are the Goals?

By the end of this course, participants will be able to:

- Describe a framework for the analysis of business alliances
- Understand how to apply influencing skills during the negotiation phase
- Recognise and manage difficult negotiators who use aggressive tactics during negotiation
- Understand the key principles of persuasion and its importance to negotiation
- Apply critical thinking when planning to develop business alliances

Who is this Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

- Personnel from a wide range of business disciplines
- Delegates wishing to develop negotiation skills in alliance building
- Delegates who regularly work with external suppliers or customers
- Departmental Heads requiring to form interdepartmental alliances to achieve results

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes professional learning techniques combined with presentations, interactive practical exercises, group activities and case studies will help delegates to build a formal framework around their current knowledge and skills.

Delegates will be encouraged to develop both their critical thinking and persuasion skills, applying these to the formation and maintenance of negotiated alliances to increase the value for money provided to their employer.

The Course Content

Daily Topics:

- Developing Alliances
- Influence & persuasion skills in managing the alliance
- Strategy in negotiation skills for partners and allies
- Higher level negotiation skills for challenging situations
- Maintaining alliances: critical thinking for decision making

The Professional Negotiator

15 - 19 Jun 2015

San Francisco, California

\$6,450 - 2015 participant

Why Choose this Course?

This course considers the importance of building alliances and relationships through the application of negotiation and persuasion. Delegates will work on critical thinking processes to enable them to make better planning decisions in order to achieve success when negotiating alliances.

The course will equip delegates with an essential framework for effective negotiation starting with the planning process and understanding why it is essential to consider the critical points in building and maintaining relationships. Delegates will have the opportunity to exercise and improve their influencing and persuasion skills, and build higher-level communication ability in order to deliver results and maintain alliances for the mutual benefit of the parties involved.

The course will feature:

- Understanding the key issues in forming and maintaining alliances
- Applying critical thinking when planning to negotiate
- Defining the stages within a negotiation process
- Discussing how to defend yourself from aggressive tactics and ploys in negotiation
- Developing higher level communication skills for influencing others
- Applying more influence when negotiating through practical exercises

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The Course Content

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- Influence & persuasion skills in managing the alliance
- Strategy in negotiation skills for partners and allies
- Higher level negotiation skills for challenging situations
- Maintaining alliances: critical thinking for decision making

Leading with Excellence

Successful Models for Planning, Executing & Building Partnerships

15 - 26 Jun 2015

San Francisco, California

\$12,900 - 2015 participant

Why Choose this Course?

The environment of current competitive business requires an increased focus on skills in negotiating and communication for building alliances, and new processes such as planning and organizing work tasks to improve productivity. Additional skills such as delegating to empower staff to higher performance, and change management also help today's modern leader create success.

Negotiation is inevitably at the heart of every process to achieve what you want or need to build an alliance, or work with consultants or suppliers. At the end of each negotiation, the goal is to seek a win-win agreement. Negotiation, Persuasion and Critical Thinking are the skills covered in module one of this programme.

Businesses and indeed, all organizations, find themselves needing more productive methods of planning, more appropriate goals and effective means of accomplishing work. A focus on using productive best practices allows for effective and efficient management of work and making changes in the organization. Planning and Organizing work, and Delegating to build a strong team are the skills learned in module 2 of this programme.

What are the Goals?

- Recognise aims for key alliances – how to develop and manage them
- Develop an effective plan and strategy for negotiations with allies
- Practice and develop skills for influencing others – especially those who are vital to your long-term business development strategy
- Gain confidence as a trusted negotiator who knows which behaviours to adopt for each stage of the negotiation
- Successfully apply the principles of persuasion to key negotiation situations
- Recognize internal and external influences on our daily planning
- Understand and develop skills necessary to complete work on time
- Learn how to organize work and projects to complete them successfully
- Understand the characteristics of colleagues who do work in our teams
- Develop positive interpersonal techniques for better team relationships
- Practice and develop skills for influencing others
- Gain confidence as a negotiator
- Know what behavior to adapt at each stage of the negotiation
- Recognize and counter the most common negotiating ploys

Who is this Course for?

Those who recognize that improving their negotiation and planning skills is about being able to influence others that a win-win outcome is the key goal. Those who understand that good planning techniques and how to use delegation to improve the motivation of team members and expand the organization's resources are the targets for this comprehensive programme.

How will this be Presented?

The seminar will combine presentations with interactive practical exercises, supported by activities and case studies. Delegates will be encouraged to participate actively in relating creative leadership strategies to the particular needs of their workplace.

It is an interactive mixture of lecture, discussion, activities and practice on several management skills. It provides definitions, examples, discussion and activities designed to promote skill building with interaction and discussion among participants. Activities and work on practice case studies are used to deliberately highlight the concepts taught and allow participants to practice new skills.

The Course Content

Daily Topics:

Module 1: Effective Negotiation, Persuasion & Critical Thinking

- Developing Alliances
- Influence & persuasion skills in managing the alliance
- Strategy in negotiation skills for partners and allies
- Higher level negotiation skills for challenging situations
- Maintaining alliances: critical thinking for decision making

Module 2: Successful Planning, Organising & Delegating

- Creating an Attitude to Change How We Plan and Organize Work
- Importance of Planning Management
- Delegation, Personal Organization and Setting Priorities
- Planning Effectively with Your Team
- Developing Personal and Team Change Plans

Successful Planning, Organising & Delegating

Enhance our Thinking, our Work Behavior & our Work with Others

22 - 26 Jun 2015

San Francisco, California

\$6,450 - 2015 participant

Why Choose this Course?

This course will help delegates to understand the importance of planning and how the most successful organisations are able to achieve high performance outcomes. This course is a must for all professionals as good planning is an essential skill that can be readily applied to any complex and ever-changing environment in which all of today's organisations are having to operate.

The course content addresses organisational issues such as the impact of change on strategic planning and how to manage risks. Furthermore, it helps delegates to explore the impact of individual management behaviours on both developing and implementing plans and to understand themselves better.

This course will feature:

- How strategic thinking affects the planning process
- Setting goals and addressing risks
- What is prioritization?
- Developing management skills: delegation and assigning work
- Leading teams to deliver results

What are the Goals?

By the end of this course, participants will be able to:

- Understand the importance of strategic thinking
- Develop objectives aligned to organisational vision
- Set priorities and prepare plans
- Develop the ability to delegate effectively
- Understand different team leadership styles and their impact

Who is this Course for?

This course is suited to any professional wanting to learn or refresh their planning skills. It is also suitable to a wide range of professionals but will greatly benefit:

- Anyone who desires to learn practical management techniques that will assist them in developing good planning techniques, using skills to organize themselves and others and developing effective delegation skills.
- Individuals who are responsible for managing any type of group or team or those who want to learn some skills to be able to better manage their work.
- Professionals who would want a refresher in planning techniques.

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes combination of presentations with interactive practical exercises, supported by videos, activities and case studies. Daily reflection supports learning and retention of information.

Exercises are chosen to relate to the work experiences of delegates, so they can make connections between theories and their place of work. A safe atmosphere encourages delegate participation and opportunities to share and learn with others.

The Course Content

Daily Topics:

- Creating an Attitude to Change How We Plan and Organize Work
- Importance of Planning Management
- Delegation, Personal Organization and Setting Priorities
- Planning Effectively with Your Team
- Developing Personal and Team Change Plans

Training Seminars & Courses in USA 2015

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

COURSE TITLE

DATE

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REGISTRATION DETAILS

Family Name:

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First Name (Mr./Ms.):

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Position:

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Company:

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Mailing Address:

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Telephone

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Fax

Email

AUTHORISATION

Authorised by:

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Position:

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MODE OF PAYMENT

- Please invoice my company
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CERTIFICATION

A Certificate of Completion will only be awarded to those delegates who attend the entire programme

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation **at least 3 weeks** prior to the commencement of the programme.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

DISCLAIMER

Circumstances beyond the control of AZTech may necessitate postponement, change of venue or substitution of the Instructor. As such, AZTech reserves the right to implement such amendments.

4 WAYS TO REGISTER

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Fax: **+971 4 427 5401**
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Website: **www.aztech.ae**

ABOUT AZTECH

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