



GLOMACS
Training & Consultancy

Professional Advancement

Exploring Personal Strengths and Developing Effectiveness at Work

30 Sep - 04 Oct 2018, Dubai

29 Sep - 03 Oct 2019, Dubai

Professional Advancement

Exploring Personal Strengths and Developing Effectiveness at Work

Introduction

This GLOMACS Professional Advancement training seminar teaches you powerful approaches to reading documents and books, remembering important information, mind mapping, creative-thinking and problem-solving, presenting your ideas and teamworking.

It aims to help you refresh and update the essential basic skills that everyone needs to be successful in today's working environment. At the same time, it invites you to reflect on the personal strengths you bring to the workplace (thinking outside the job description) and gives tips for developing flexible, effective approaches to handling information and inter-personal communications.

This GLOMACS training seminar will highlight:

- How you can be more effective in handling information overload
- Approaches to creativity and innovation at work
- Memory techniques to help you remember important information
- How to successfully get across your ideas in conversations, in meetings and in presentations
- How to develop basic skills needed to build your career

Objectives

This GLOMACS training seminar aims to:

- Help you develop approaches to creativity, innovation and problem-solving at work
- Help you improve interpersonal communications and team working skills
- Revise and refresh everyday reading, note-making and memory skills
- Update your thinking about managing your time and planning for results
- Improve your effectiveness at work

Training Methodology

This GLOMACS Professional Advancement training programme uses a blend of theory, 'hands-on' practice and reflection - with plenty of opportunities to check understanding and share ideas with others. You'll be invited to take stock of your current strengths (and areas for development) and given a range of techniques and ideas to help you develop in the future. This GLOMACS training programme is practical, interesting and enjoyable.

Organisational Impact

Organisations can expect delegates to:

- Raise their efficiency levels
- Have confidence in their ability to handle information overload
- Have practiced strategies for effective reading & note making
- Save time and resources through better time management
- Improve their ability to think for themselves, work with others & develop action plans

Personal Impact

Delegates can expect to:

- Learn about fast, effective reading, memory and note-making skills (using mind-mapping)
- Develop your ability to present ideas
- Learn simple techniques to help manage time & plan for results
- Learn clear-thinking approaches to use when dealing with problems
- Improve self-belief and self-confidence when working alone or as part of a team
- Understand the importance of teamwork, and what you can do to improve it

Who Should Attend?

This GLOMACS Professional Advancement training seminar provides an opportunity for everyone to refresh and update the essential core skills needed to be successful. It is suitable for a wide range of professionals but will greatly benefit:

- Management Professionals
- Marketing, HR and PR Professionals
- Salespeople
- Anyone wanting to improve their effectiveness at work
- Members of Project Teams / Groups

DAY 1

Creativity and Innovation at Work

- Self-assessment: Your Personal Strengths and Weaknesses at Work
- Learn to Use Mind-mapping – The extraordinary note-making, planning and creativity tool
- What is creativity and how does it differ from innovation?
- Barriers to Creative Thinking
- Four Key Focus Areas for Creativity at Work

DAY 2

Communications and Teamworking

- Getting Your Point Across: Know What to Say and When to Say It
- A Simple Template for Planning and Organizing Your Ideas
- Working in Groups
- How teams evolve – and What you can do to help a team meet its objectives
- Dealing with Difficult People

DAY 3

Reading Strategies

- Thinking about the Reading Process (identifying your current skills)
- Reading as a Conscious, Deliberate Process
- Fast Reading, Slow Reading and Reading with Confidence
- Combining Reading Strategies with Mind-mapping Skills to Increase Effectiveness
- Improve Your Reading by Understanding 'business writing' Skills

DAY 4

Time Management as a Deliberate Choice

- Time Management: Implementing a Solid Daily Routine
- Planning (what you have to do) and Prioritisation (what you must do first)
- Linking Plans and Priorities to Your Diary in Order to Achieve Results
- Dealing with Interruptions and Distractions
- Finding Balance between Working-life and Home-life

DAY 5

Your Personal Skills-Set: Putting It All Together

- Memory Challenge
- Memory Principles
- Using a Memory System
- Handling Information Overload
- Self-assessment: Your Personal Strengths and Weaknesses at Work



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Code	Date	Venue	Fees
MG244	30 Sep - 04 Oct 2018	Dubai	\$4,750
MG244	29 Sep - 03 Oct 2019	Dubai	\$4,950

REGISTRATION DETAILS

LAST NAME: _____
FIRST NAME: _____
DESIGNATION: _____
COMPANY: _____
ADDRESS: _____

CITY: _____
COUNTRY: _____
TELEPHONE: _____
MOBILE: _____
FAX: _____
EMAIL: _____

AUTHORISATION DETAILS

AUTHORISED BY: _____

DESIGNATION: _____
COMPANY: _____
ADDRESS: _____

CITY: _____
COUNTRY: _____
TELEPHONE: _____
MOBILE: _____
FAX: _____
EMAIL: _____

PAYMENT DETAILS

- Please invoice my company
 Cheque payable to GLOMACS
 Please invoice me

CERTIFICATION

Successful participants will receive GLOMACS' Certificate of Completion

4 WAYS TO REGISTER

Tel: +971 (04) 425 0700
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Email: info@glomacs.com
Website: www.glomacs.com

TERMS AND CONDITIONS

- Fees - Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
- Mode of Payment - The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/ sponsor. Credit card and cheque payments are both acceptable.
- Cancellation / Substitution - Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US\$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
- Hotel Accommodation - is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
- Attendance Certificate - a certificate of attendance will only be awarded to those delegates who successfully completed/ attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
- Force Majeure - any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
- Fair Access / Equal Opportunities - In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

GLOMACS

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