

## Developing Successful Interpersonal Skills

### Přehled

This course will prepare students for the collaborative situations inherent in every facet of business, whether working with colleagues, partners, vendors, or clients.

### Vzdělávací cíle

After completing this course, students will know how to:

- Recognize the difference between hearing and listening
- Enhance interpersonal relationships through the use of verbal and non-verbal communication
- Apply techniques to move towards high quality conversation
- Create a positive impression through a powerful introduction
- Influence others through sharing perspectives and opinions constructively
- Use logic and emotion to persuade and collaborate
- Identify ways of sharing thoughts and opinions constructively
- Prepare for and conduct simple negotiations

### 1 - The Importance of Interpersonal Skills

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### 2 - Verbal Communication Techniques

Hearing versus Actively Listening  
Connecting with Powerful Communication

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### 3 - Non-Verbal Communication

Understanding the Elements of Vocal Delivery  
Interpreting and Applying Body Language  
Building Self-Awareness

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### 4 - Creating a Powerful First Impression

Creating a Powerful Introduction  
Cultivating Your Impact

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### 5 - The Art of Conversation

Mastering the 4 Levels of a Conversation  
Moving a Conversation Along  
Applying Tools for Deepening Conversation

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### 6 - Influence and Persuasion

Influencing Others  
Seeing the Other Side  
Building Bridges  
Extending Your Influence

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[Online registrace](#)

### Termíny

Trvání kurzu (v dnech): 3 Days

G2R = "Garantovaný termín" | OLL = "Online LIVE"  
ILT = "Kurz vedený instruktorem"

02/24/21	5:00PM - 1:00AM	Praha, Czech Republic	OLL	CZK 0.00
06/02/21	3:00PM - 11:00PM	Praha, Czech Republic	OLL	CZK 0.00

## 7 - Interacting Positively

Applying Logic and Owning Emotions  
Disagreeing Constructively  
Bringing People to Your Side  
Building Consensus

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## 8 - Negotiation Basics

Planning for Negotiation  
Managing the 4 Stages of Negotiation  
Arriving at an Agreement

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