

Change Management

SOFT SKILLS ADVANCED TRAINING PROGRAM

*Working better together around a
Global Vision to be on Top*

As part of a change management process, the objective of this training is to bring together the personnel of a company and lead them to perceive and integrate their interest in working “as one” around a global vision to be on top, with common values – without denying their differences and specificities.

To achieve this, participants are provided with conceptual and highly pragmatic tools allowing them to perform optimally. They leave with an immediately operational, realistic global vision permitting them to increase the potential and results of the company.

DESCRIPTIVE

The tools given to attendees are aimed at:

- better performance at their daily tasks;
- communicating better together – with collaborators, team members, clients;
- working in a multidimensional team;
- valorizing them and making them feel good;
- bringing them to consider the advantages of working in synergy with other departments or services. Inviting them to express themselves and asking questions that they are concerned with and which they seek responses to.

All the tools are pragmatic, original and immediately operational. They are based on powerful images which are easy to recall and assimilate, permitting an accelerated development of the individual and the teams. Results are immediate – and measurable.

PROGRAM

Optimal time management:

- ➔ A simple, rapid and effective method – Application
- ➔ Maximizing our potential and increasing our productivity

Effective communication:

- ➔ The 3 types of communication
- ➔ The fundamentals of interactive communication
- ➔ Questions/Answers

Managing situations:

- ➔ The difficulties encountered in situations
- ➔ Managing complex situations, stress and pressure
- ➔ Questions/Answers

Team cohesion and criteria of a winning team:

- ➔ Profile and vision
- ➔ Working in a multidimensional team
- ➔ Determining the criteria of a winning team
- ➔ The necessary tools to apply the criteria.

SUPPORT / MEASURE

- We propose to create a password protected web page where participants can view and download documents and graphics after the training.
- Furthermore, in agreement with the client company, a questionnaire can be remitted to participants to evaluate their levels of satisfaction on the training.

BENEFITS FOR THE COMPANY

The “soft skills” of an individual represent an important part in the success of an organization, particularly for those whose jobs entail facing clients or coping with collaborators, and in times of change. A well-conducted training in “soft skills” can lead to a **substantial return on investment** for the company.

APPROACH

We have an upscale approach in “soft skills” training. In a very short span of time (two half-days), it provides participants with compact and powerful tools permitting them to obtain fast and tangible results.

The training is conducted by two trainers : **Dan LOW** and **Patricia SOMMIER**.



Dan Low, consultant and author, did his research in the 1970s and created a series of highly operational tools combining Western and Eastern management strategies. His seminars were initially attended by CEOs from multinationals before being extended to the general public and company personnel in 1993. Since then he has held more than 500 interactive sessions and given 150 conferences in Europe.

He intervened at UNESCO, and at ARFEC for top and senior executives and currently trains managers at all levels, as well as engineers, heads of department, sales personnel. Dan Low taught for several years the techniques of Advanced Management at the French University Paris Nord. He was also coordinator of the Management Group in an international networking association of professionals and alumni of major business schools.

His book “*The Art of Self-Combat*” was first published in France by Pearson in 2002, and in Japan by PHP Institute in 2005. The English edition was released in 2007 in the US by Lulu Enterprises Inc. under: «*Maximize Your Potential with Powerful tools... and No Stress*».



Patricia SOMMIER, a graduate in languages and international law, is Associate Director at World Education. She is fully trained in the techniques of Dan Low’s Advanced Management Training.

References: *Institut de Gestion Sociale, Axa Group, France Loisirs, Bosch, Total, General Electric, Océ France, Peugeot-Citroën, Bertelsmann Group, Dimension Data, Deloitte, Ministry of Defense ...*



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