

Confidence... the key to success

Overview

In the current busy and demanding work climate with constant change occurring, many people have to work hard to achieve equality and success. Maintaining confidence is integral to this process. This fun and lively presentation will provide practical tips on how to look and sound confident even when you're not, stay positive and optimistic, influence others effectively, and present a confident and professional image.

Competency Framework:

Entry Level Common/ Core
 (ASO1-ASO2)
 First Line Manager Common/
 Core (ASO2-ASO5)
 Middle Manager
 Common/Core (ASO6-ASO8)

Facilitator:

Jacky Dakin

Duration:

1 half day
 9:00am – 12:30pm
 (8:45am registration)

Dates:

Please refer [here](#).

Location:

Level 6, 12 Pirie Street
 Adelaide SA 5000

Inclusions:

"Short Poppies Can Grow:
 Confidence at work"- book by
 Jacky Dakin and Kath McEwen,
 morning tea and
 refreshments.

Cost:

Professional Member: \$260
 State Gov. Member: \$295
 Corporate Member: \$305
 Non-Member: \$325

Contact:

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 e: enquiries@sa.ipaa.org.au

Content

Topics to be covered include:

- What is confidence?
- Confidence strategies
- Look and act confidently
- Presenting a professional and confident image
- Speak confidently
- Influencing skills
- Confidence and self-belief
- Think confidently and optimistically
- Manage your self-talk
- Action planning for the future

Outcomes

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

- Be aware of why confidence is so important for success in work and life
- Learn strategies to present yourself more confidently
- Know how to positively influence others

Who should attend?

- Anyone who aspires to management or to enrich their current role
- Those who find it hard to speak out at meetings
- Those who wish to be more assertive and deal with others more effectively

Benefits to you and your organisation

- Gain strategies to present yourself, speak and think more confidently
- Help enhance your reputation at work
- Know how to be assertive without giving offence
- More confident team leaders and managers and employees generally
- Enhanced communication between employees
- More effective networking and promotion of the organisation

Testimonial:

"[the most positive aspect of the course was] knowing that there is a way to stop negative thinking and knowing that I can improve my confidence in any aspect of my life"
 - 06 March 2017