

SOCIAL INTELLIGENCE IN THE APS

Work Type and Online Assessment

Two Day workshop

CONTEXT

Do you long to be at ease in work and social situations, to make connections and influence people? Socially intelligent people have the power to communicate with and 'read' others. They are sensitive to the needs of others and know how to establish rapport. Networking is a powerful way to make connections with people.

This workshop is for managers, supervisors and people seeking to master inter-personal relationships as a means for creating new networks across a broad cross section of interests to advance career objectives or achieve organisational goals.

OBJECTIVES

The objective of this course is to explore the concepts of social intelligence and relationship management. It will provide participants with networking strategies for influencing others, forming connections and creating strategic alliances.

OUTLINE

Key topics of this course will include:

- Theory and Process: Multiple Intelligences
- Work Preferences and Differences
- Work Type and Emotional Intelligence
- Taping Into Your Social Genius at Work
- Networking: Just one degree of separation
- Making Connections
- Building Relationships
- Professional Networking

Interactive Component

- Complete an on line assessment of the *Myers Briggs Type Personality Inventory* to determine work preferences.
- Receive a profile report to identify unique gifts and understand differences.
- Receive a copy of *Introduction to Type and Emotional Intelligence* to focus on Interpersonal relationships arena and developmental challenges.

THE PRESENTER

Barbara Miller is an organisational psychologist, personal and professional coach and trainer with a diverse working background in management and marketing. She is a member of Australian Psychological Society and principal of a training and development consultancy based in Canberra. Barbara specialises in positive psychology and coaches individuals and groups in the art of emotional and social intelligence.

Workshop price will include Myers Briggs Type Indicator Step 1 (Form M) Profile Report and an *Introduction to Type and Emotional Intelligence* Workbook

TESTIMONIALS

“The presenter’s knowledge of the topic was excellent and the course met its stated objectives.”

“The most useful part of this course was the Myers Briggs Type Indicator and the discussions about personality types and impact on relationships.”

“This course was excellent as was the quality of the facilitator’s presentation. Barbara tried to give each participant personal information related to their work situation.”

(Course participants: PMP University of Canberra)

“The practical tips given by the presenter was excellent. This course met my expectations completely.”

The training was excellent. The best parts of the course understood the different personality profiles and different interactions needed to communicate effectively.

The most useful parts of the course were the concepts of social intelligence and networking. The presenter is very authentic and also has a commonsense approach which is good.

“Overall the course was interesting, educational and well worth my attendance.”

(Course participants: Staff from the House of Representatives, Parliament House).

SCHEDULE Day 1

| | |
|---------|--|
| 9:00am | Welcome ICE BREAKER |
| 9.30am | THEORY AND PROCESS <ul style="list-style-type: none"> • Multiple Intelligences • The Concept of Social Intelligence • Emotional and Social Intelligence – “hot intelligences” |
| | Morning Tea |
| 11.20am | WORK PREFERENCES AND DIFFERENCES <ul style="list-style-type: none"> • Myers Briggs Type Inventory Report and Feedback • <i>Introduction to Type and Emotional Intelligence</i> Workbook • Emotional Intelligence and Type Processes |
| 1.00 pm | Lunch |
| 2.00 pm | WORK TYPE AND EMOTIONAL INTELLIGENCE <ul style="list-style-type: none"> • Emotional Intelligence Framework • Interpersonal Factors & developmental challenges • Your EQ To-Dos |
| | Afternoon Tea |
| 3.20 pm | TAPPING INTO YOUR SOCIAL GENIUS AT WORK <ul style="list-style-type: none"> • Charisma – the X-Factor in Success • Shining in groups and influencing people • 10 Tools to Polish Your Social Intelligence |
| 4.30pm | ACTION PLANS AND NEXT STEPS |
| 4.45pm | EVALUATION |
| 5.00pm | CLOSE |

SCHEDULE Day 2

| | |
|---------|--|
| 9:00am | Welcome ICE BREAKER |
| 9.30am | NETWORKING <ul style="list-style-type: none"> • Just one degree of separation • The Benefits of Networking • Top Ten Networking Tips |
| | Morning Tea |
| 11.20am | MAKING CONNECTIONS <ul style="list-style-type: none"> • Mind Mapping Networks • Case Study: Breaking News Ground • Communication Skills and Strategies |
| 1.00 pm | Lunch |
| 2.00 pm | BUILDING RELATIONSHIPS <ul style="list-style-type: none"> • Improve Your Social Skills • Making a Good First Impression • Image Building and Confidence |
| | Afternoon Tea |
| 3.20 pm | BUSINESS NETWORKING <ul style="list-style-type: none"> • Forming Strategic Alliances • Joining and Leaving Groups • Ten Habits of Becoming A Master Networker |
| 4.30pm | ACTION PLANS AND NEXT STEPS |
| 4.45pm | EVALUATION |
| 5.00pm | CLOSE |

Enrolment Form – Social Intelligence in the APS

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip
Course date:
Time: 9.00 a.m. to 4.45 p.m.

Person 1 _____ e-mail _____ date _____

Person 2 _____ e-mail _____ date _____

Person 3 _____ e-mail _____ date _____

Person 4 _____ e-mail _____ date _____

Person 5 _____ e-mail _____ date _____

Person 6 _____ e-mail _____ date _____

Organisation _____ Branch/Division _____

Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$1,295 x _____ attendees = \$ _____ \$1,195 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.