

# DEPARTMENT, SOCIAL & NETWORKING SOLUTIONS

***Are you self conscious walking into a room?***

***Do you wish you could present yourself better in various situations?***

***Do you feel like you are polished and professional when in front of others?***

***Do you feel uncomfortable standing in front of or talking to people you have never met before?***

If you have answered yes to any of the questions above, this programme is the perfect solution for you to improve image management skills which are vital in today's society to get ahead. Through effective movement, gestures and personal presentation this participative programme will help you achieve the necessary skills to achieve your personal or professional goals.



Having to get up in front of complete strangers to give a presentation, or walking into a room full of people whom you don't know on the basis to network, are both similar in regards to how it makes you feel inside. Most of us feel anxious and/or overwhelmed at what to say, how to stand, what do you with your hands, or just to look like you are fitting in and are comfortable. We all strive to build and keep relationships, meet new people and be a person people want to talk to. Join us to learn more about how to present yourself to a more professional and polished level.

## **Topics include:**

- What is image and why bother?
- Why perception is so vital to success
- The relationship between personal and corporate branding
- The five vital image areas for long term success
- Your posture and deportment
- What happens when you get bent out of shape
- Correct posture
- Common posture problems and the non-verbal messages they portray
- Posture and walking evaluation with tips on fixing any problems
- Carrying yourself in public for presentations and socialising
  - Standing
  - Arms and hands while standing - do's and don'ts
  - Palm positions
  - Walking
  - Sitting down, what to do while sitting and rising from a chair
  - Bending over to pick things up
  - Eye contact
  - Other mannerisms and habits to be aware of
- Posture evaluation with tips and exercises to correct any problems
- Communication through the use of colour to influence others while giving a presentation
- Various contrast levels for various types of presentations
- Recommended and non-recommended colours for presentations
- The risks of poor professional dress choices
- Working with anxiety and tips on how to deal with it
- Networking and functions - The 6 Criteria you have to know
- Networking and party protocol
- Polishing your conversation skills
- Tips on what to say after "Hello"
- Tips for acquiring good business relations