DALE CARNEGIE COURSE®: EFFECTIVE COMMUNICATIONS AND HUMAN RELATIONS

Look around you at successful business people, world leaders, professional athletes and entertainers. You’ll find a disproportionately high number of Dale Carnegie Course®: Effective Communications and Human Relations graduates.

This course will help you master the capabilities demanded in today’s tough business environment. You’ll learn to strengthen interpersonal relationships, manage stress and handle fast-changing workplace conditions. You’ll be better equipped to perform as a persuasive communicator, problem-solver and focused leader. And you’ll develop a take-charge attitude initiated with confidence and enthusiasm.

In short, the course will power you to move far beyond your comfort zone as you stretch for - and attain - ambitious new goals.

Dale Carnegie Training® research has identified key attributes that distinguish top performers. These attributes have been incorporated into a process that coaches you through our four phase, continuous-improvement cycle.

**LEARN HOW TO**

- Tackle complex challenges
- Generate more and better ideas
- Excel as a consensus builder
- Communicate clearly and concisely
- Reduce self-consciousness and fear
- Use Dale Carnegie’s 5 drivers of success
- Apply nine human relations principles that are guaranteed to make you more effective
- Project an executive image
- Turn adversaries into colleagues
- Gain cooperation with an appeal that works every time
- Sell yourself and your ideas

**FORMAT**

Available as an 8-week or 12-week course running one night per week for 3.5 hours per session. This time-spaced learning methodology allows you to practice between sessions and bring your experiences to class for coaching (Times may vary according to location).

**WHO SHOULD ATTEND**

Employees at all levels in a corporation who seek to maximize their performance, become stronger leaders and add more value to the organization.

**ON-SITE DELIVERY**

Our corporate consultants will work with you to create customized solutions to assist you in achieving the specific objectives and goals of your organization. Please contact the Dale Carnegie Training office in your area if you wish to have a course or seminar offered on-site at your location.

**TRANSFER & CANCELLATION POLICY**

Please contact the Dale Carnegie Training office in your area for transfer and cancellation policy information.
DALE CARNEGIE COURSE®:

12 WEEK SESSION: WHAT YOU WILL COVER

Module 1
Build a foundation for success
Recall and use names

Module 2
Build on our memory skills and
Enhance Relationships
Increase our self-confidence

Module 3
Revitalize ourselves
Recognize our achievements

Module 4
Energize our communications
Organize our ideas to get action

Module 5
Put stress in perspective
Unleash our full potential

Module 6
Make our ideas clear
Think on our feet

Module 7
Cultivate strong relationships
Create a positive environment

Module 8
Build others through recognition
Realize the power of enthusiasm

Module 9
Influence others through leadership
Develop more flexibility

Module 10
State our opinions with credibility
Come to grips with stress

Module 11
Demonstrate leadership
Inspire others

Module 12
Celebrate success
Renew our goals

8 WEEK SESSION: WHAT YOU WILL COVER

Module 1
Build a Foundation for Success
Recall and Use Names

Module 2
Build on Memory Skills and
Enhance Relationships
Increase Self Confidence

Module 3
Put Stress in Perspective
Enhance Relationships and
Motivate Others

Module 4
Energize Our Communication
Make Our Ideas Clear

Module 5
Disagree Agreeably
Gain Willing Cooperation and Commit to Influence Others

Module 6
Manage Our Stress
Develop More Flexibility

Module 7
Build Others Through Recognition
Inspire Others

Module 8
Demonstrate Leadership
Celebrate Achievements and Renew Our Vision

FEDERAL GOVERNMENT DISCOUNTS

Dale Carnegie Training is available for your agency through the GSA Federal Supply Schedule #GS-10F-0329K.

Dale Carnegie Training gives you exactly what you need to enhance your agency’s professional capabilities and results in order to:

Maximize leadership potential

Improve communications, cooperation and trust

Build strong teams, motivation and morale

Increase results with internal and external customers

To get more information regarding courses and seminars currently offering Federal Government discounts or to view pricing information, please visit www.dalecarnegie.com/gsa
DALE CARNEGIE COURSE®: EFFECTIVE COMMUNICATIONS AND HUMAN RELATIONS

ACCREDITING ASSOCIATIONS

Accrediting Council for Continuing Education and Training

The Accrediting Council for Continuing Education and Training (ACCET) was founded in 1974, for the purpose of improving continuing education and training, and has been officially recognized by the U.S. Department of Education, since 1978, as a "reliable authority" as to the quality of education and training provided by the institutions they accredit. Dale Carnegie Training has been accredited by ACCET since 1978 and as a result, graduates will each receive ACCET Continuing Education Units (CEUs).

Graduates of Dale Carnegie Training are eligible to receive a predetermined number of ACCET "Continuing Education Units" based on classroom hours.

American Council on Education

The American Council on Education (ACE) - the unifying voice for higher education - has reviewed High Impact Presentations and found it to be in compliance with the rigorous control standards required by ACE and, as such, are considered college level quality.

In view of this, ACE is recommending to colleges and universities throughout the United State that individuals completing Dale Carnegie Training beginning in January 1981 may be eligible for college transfer credit.

For more information or to register please visit:
www.dalecarnegie.com