

# STAND OUT

BE MORE. BE BETTER. BE INSPIRED



This programme is designed for people who want to learn to be a valued employee and have a competitive advantage over their peers. The learning from this programme will set you up life.

## LEARN YOUR WAY

STAND OUT is delivered as a blend of assessments, one-on-one and peer coaching, and workshops.

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The days of blending in with your peers are over. To get ahead at work you need to differentiate yourself from others and be a STAND OUT employee your manager and organisation values.

### MODULE 1: Personal branding

- Identify the skills, competencies, and attitudes that you have to offer
- Write a compelling CV and cover letter
- Techniques to influence during an interview

### MODULE 2: Personal effectiveness

- Know how your brain works and how to use it to your advantage
- Positive thinking habits
- Strategies to deal with stress and be resilient
- Time management habits to be effective

### MODULE 3: Communication skills

- Emotional intelligence – the key to connecting with others
- The mind as a filter that influences meaning
- Communication tools and techniques
- TetraMap the four communication styles
- Communication contexts at work

### MODULE 4: Service to others

- Social intelligence – the key to understanding and getting on with people in diverse contexts
- What employers need and want
- Skills, tools, and techniques to deliver the customer experience
- How to be a valuable team player

### MODULE 5: The world of work

- A simple view of how any business works
- What to expect and what is expected of you: vision, values, objectives, and KPIs
- Your role in fostering positive, constructive workplace relationships
- Speaking up for your rights and delivering on theirs

*We work with hiring managers daily. We teach them how to recruit. They tell us what type of person they want to hire. We'll help you be that person. We'll help you **STAND OUT**.*

