



SKILLS2MAX

IMPROVE YOURSELF

SYLLABUS

**Communication
training**

About

BIZSKILLS

Improve yourself!

All our communication, behaviour personal development trainings are based on 3 principles theories of psychology and experience.

- The Socrates way of Communication
How to gather information and ask questions by being aware what kind of questions you are asking to prevent any kind of emotional conflicts. We all know this way of communicating is the foundation of democracy and one of the most important ways to gather information is 'Verbally following'.
- The Psychology of Influencing
Gathering information is mainly verbal communication while to ensure full understanding of the other person the behaviour has more than 80% influence on the understanding of the messages sent or received.
Above all how do you use the information you gather to steer the conversation on a pleasant way.
- Psychological character profiling
As mentioned before understanding NON verbal signs are the most important part of understanding others. We use the DISC methods for the EXPERT trainings as a compass to monitor the change in behavior during the training this in collaboration with Success Dynamics Alliances Indonesia who have more than 40 years in psycholometric analyzing and are accredited by for example Imperial college of London.



About



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Learn directly applicable skills!

At Skills2Max we are well aware that the psychology behind our trainings are not something you will learn in 1 day or in a few days and needs practise and understanding on a gradual way.

Our expert Damy Heezen has also walked the path of change in behaviour, character and constantly changing environments in his life\work experience. Next to that as headhunter\recruiter for over 20 years he has met thousands of different kinds of people with different backgrounds and personalities. This way he is very capable to give all our students the right guidance during our trainings individually even in large groups,

To ensure our students learn direct applicable skills to improve their performance in their personal environment as well in their professional environment we have created a step up program and all our trainings are more than 50% interactive in roleplaying or group sessions. *'No matter your education level or experience background, we treat everyone as a beginner in our methods.'*

Beginner:

Here the student will get introduced with the basics behind the psychology of communication and will learn a deeper understanding and directly applicable skills to use in their professional or private environment.

This training is 1 day of 6 hours or 2 days of 3 hours.

Advanced:

Practice makes art and therefore in the advanced training we will focus on practice practice and practice with a deeper understanding of the modules of the basic training within your professional environment.

This training is 1 day of 6 hours or 2 days of 3 hours.

Expert:

On this level we will teach the student a deeper understanding of every module and the psychology behind it by spending a whole day on every topic of learning and more importantly practising on how to use this in your personal or professional environment. The theoretic material is the same, however the way to use it in practise is very different.

This training is 4 days of 6-8 hours (1 day a week)

The courses



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Basis training!

Master Class: The Art of Influencing

Modules:	4 modules
Endurance:	6 hours (1.5 hour per module)
Participants:	Online - min. 8 participants and max 40 participants Offline - min. 12 participants and max 40 participants

This training is focused on people who have to work together and also functions as a team building training for every position within your company or organisation. It will improve the working spirit and motivation. A good step for any position in the company and for HR(M) staff.

The group will learn:

- Basics of communication
- Basics of Influencing
- Basics of understanding behaviour
- Having a conversation with the new awareness.

Master Class: Self Development

Modules:	4 modules
Endurance:	6 hours (1.5 hour per module)
Participants:	Online - min. 8 participants and max 40 participants Offline - min. 12 participants and max 40 participants

This training is mainly the same as the other training but more focused on the person's self development with the goals to be able to influence others by own guidance. A good step up for sales or leadership.

The group will learn:

- Basics of communication
- Basics of Influencing
- Basics of understanding behaviour
- Present yourself

The courses



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Advanced training!

Public Speaking

Modules:	3 modules
Endurance:	6 hours (2 hour per module)
Participants:	Online - min. 4 participants and max 32 participants Offline - min. 8 participants and max 32 participants

This training is focused on teaching the students on how to perform for a group to present a company, speech or pitch for investors.

The student will learn:

- Prepare a presentation, speech or pitch
- Structure your public speaking
- Learn to understand behaviour and act on it
- How to perform professionally

Interview Techniques

Modules:	3 modules
Endurance:	6 hours (2 hour per module)
Participants:	Online - min. 4 participants and max 32 participants Offline - min. 4 participants and max 32 participants

This training is meant to prevent costly actions like background checks, resume checks and more. The training is focused on tracing information and value the integrity on it and can be used perfectly for recruiters, researcher, journalist or anyone else who main focus it to gather information about something.

The student will learn:

- Advanced communication techniques
- Advanced influencing techniques
- Structure an interview
- Perform a good interview

The courses



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Advanced training!

Negotiation skills for Sales

Modules:	3 modules
Endurance:	6 hours (2 hour per module)
Participants:	Online - min. 4 participants and max 32 participants Offline - min. 4 participants and max 32 participants

This training is perfect for students who want to be able to influence the outcome of a meeting. Imagine you are capable to know your deal is agreed before the meeting starts. This is a perfect training for sales, marketing or entrepreneurs (UMKM\SME).

The students will learn:

- Advanced communication techniques
- Advanced influencing techniques
- Structure an meeting
- Perform a good meeting

Leadership Skills

Modules:	4 modules
Endurance:	6 hours (2 hour per module)
Participants:	Online - min. 4 participants and max 32 participants Offline - min. 4 participants and max 32 participants

Leadership is a wide understanding and there are multiple leadership styles, but to be able to motivate, accelerate and let your team work independently had nothing to do with this. This training is very good for people who need to manage their staff and are responsible for the result of their performance.

The students will learn:

- How to manage efficiently
- Conflict handling
- Accelerate your team
- Practise

The courses



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EXPERT training!

Public Speaking

Modules:	3 modules
Endurance:	3 days of 6 hours (6 hours per module, 3 days in a row)
Participants:	Online - min. 4 participants and max 24 participants Offline - min. 4 participants and max 16 participants

This training is a follow up of the advanced training only now we go into a deeper understanding of the psychology behind the modules. We do this to spend full days on one topic and a lot of interactive practise to master these skills.

The students will learn:

To become and expert influencer on stage with the capability to gain the attention and understanding of any crowd in front of them.

Interview Techniques for Recruitment

Modules:	4 modules
Endurance:	4 days of 6 hours (6 hours per module, once a week)
Participants:	Online - min. 4 participants and max 24 participants Offline - min. 4 participants and max 16 participants

This training is a follow up of the advanced training only now we go into a deeper understanding of the psychology behind the modules. We do this to spend full days on one topic and a lot of interactive practise to master these skills.

The students will learn:

How to perform an interview and track and gather and check all the information needed for the interview goals. Also to be able to check this on in integrity during an interview like lying, manipulation, mischief, etc, etc,

The courses



BIZSKILLS

EXPERT training!

Negotiation skills for Sales

Modules:	4 modules
Endurance:	4 days of 6 hours (6 hours per module, once a week)
Participants:	Online - min. 4 participants and max 24 participants Offline - min. 4 participants and max 16 participants

This training is a follow up of the advanced training only now we go into a deeper understanding of the psychology behind the modules. We do this to spend full days on one topic and a lot of interactive practise to master these skills.

The students will learn:

How to be able to steer any conversation in the direct you want it, by gathering the right information and influence the other person without creating conflicts, thus on a very pleasant way. Sell without offering could be said in short!

Leadership Skills (8 week Coaching program)

Modules:	Check Appendix
Endurance:	Check appendix
Participants:	Online - min. 4 participants and max 16 participants Offline - min. 4 participants and max 12 participants

As leaders we have invested a lot of our time in life in acquiring knowledge by studying, reading and work experience, though sometimes when it comes to influences from outside like behavior of ourselves, our team, of our clients or partners we can feel powerless. Sometimes even when we exactly know how to solve an issue or take on a challenge, we still fail or are insecure because of our environment. The behavior of others around us and the challenges we face can than be a really big obstacle, like an unmotivated team, private problems that affect us emotional, conflicts that are caused by others, etc, etc,

In this private coaching program, you will rediscover yourself in your own behavior, your influencing skills, your people skills, your power to recognize manipulation and counter, your skills of conflict handling and how to be able to adapt yourself in unpredictable situations.

You will become the best version of you that will not step aside from any challenge because you are certain you can overcome them all without losing control!

Contact

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If you want to know more about the trainings, the modules, private coaching, the price or if you have questions than simply contact Damy Heezen on skills2max@yahoo.com or contact him via WhatsApp +62 859 2004 6060

More about Skills2max on our website www.skills2max.com.

