

# The Essentials of Credibility, Composure and Confidence

*The fastest, most effective way for individuals in the workplace to overcome barriers on the path to professional success and achievement.*

Poised, confident employees make a difference in the enthusiasm and creativity they bring to their jobs in handling difficult people and adverse situations in building strong, positive relationships with co-workers and supervisors and, most of all, in achieving success.

With this in mind, Leadership Dynamics has developed a special seminar directed at communication effectiveness. This inspiring program creates a win-win situation for both your associates and your organization. Your associate gains valuable insight into the techniques for building self-esteem and self-confidence. Your organization profits by developing top-performance professionals who tackle projects and problems with more energy and enthusiasm.

**Learn how to build and strengthen your speaking and interpersonal communication skills. Stay in control of any situation and manage your responsibilities with tact, poise and polish**

## Seminar Objectives

This on-site workshop shows the individuals in your company ways to:

- ❖ **Develop and convey a powerful, positive self-image that reflects company strength**
  - ❖ **Maintain a sense of high self-esteem even when things go wrong**
  - ❖ **Identify and overcome daily self-limiting obstacles and barriers**
- ❖ **Nurture and maintain a sense of self-worth and acceptance, both in and out of the office**
  - ❖ **Using techniques that confidently express opinions, relevant emotions and ideas**
- ❖ **Transform negative, aggressive and difficult individuals into productive business partners**
- ❖ **Change natural anxiety and fear into power that propels them through stressful challenges**

## COURSE OVERVIEW

# The Essentials of Credibility, Composure and Confidence

### Clearing the way for success and achievement

- How you can avoid the #1 reason so many talented, energetic people fall short of their goals
- Understanding how your professional success and personal happiness are directly linked to your level of self-confidence
- How to find and maintain empowering relationships at work and in personal life
- How to keep your composure and self-confidence high in the midst of hardships
- How to control the influence of negative, difficult people in your life
- How to feel good about yourself even when you're not getting any positive strokes
- Protecting your self-esteem—the 2 ways you can ensure its safety
- Recognizing how your present system of beliefs is affecting your self-concept

### Taking control of your life

- How to ask for a positive stroke when you need it
- How fear may be limiting you in ways you never imagined
- Quick self-esteem pick-me-ups to use when you're feeling down
- How to conquer the big 4 confidence destroyers - anxiety, depression, guilt and anger
- Which criticism you can learn from and which criticism you can ignore
- How to defeat the 6 most treacherous outside threats to your self-confidence
- The single most important thing you can do every day to maintain a sense of high self-confidence

### Defining just who you really are

- Self-acceptance: How to give yourself the greatest gift of all
- The importance of being authentically you—9 basic questions to ask yourself
- Your “intuition”: What it really is and how to learn from it
- How to identify and overcome your self-imposed barriers and limits
- A 21-point self-confidence profile to find out your typical responses to everyday situations
- Liberating yourself from guilt: The 4 specific steps to break free

### Communicating with confidence

- How to make sure the verbal and nonverbal messages you send signal high self-esteem and confidence
- How to take advantage of your natural communication strengths
- Recognizing the unconscious cues that tell others when you're feeling weak, nonassertive or intimidated
- How to make a positive, professional impression at meetings

### Harnessing the power of a positive image

- 5 specific ways to project an image of self-confidence and assertiveness without seeming “pushy”
- How to be your own publicist so that your contributions are recognized
- How to be at your calm, confident best in demanding situations such as presentations, performance reviews and important meetings
- How to use specific techniques for turning negative self-talk into positive self-affirmations

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**The secrets to thinking on our feet,  
maintaining control, and knowing **just**  
**what to say** in those tough situations!**

## **Remembering to be good to yourself**

- Thank God it's Monday! How to find the joy in your job
- How to use quick, proven techniques for maintaining a high energy level throughout the day
- Coping strategies for preventing burnout: recognizing the early warning signals
- How to relieve the biggest stressors professionals face today

## **Tradition of Excellence**

Dr. Alex Garcia and Leadership Dynamics has built a strong reputation for affordable, practical, and convenient business training for professionals everywhere, in every industry and sector.

With more than 1,000,000 satisfied customers, we continue to provide superior training you come to expect with Dr. Alex Garcia. Our blended learning approach is designed to offer various training options to meet the individual needs of your employees and your organization. Choose from many quality courses that can satisfy your organization's needs any time, anywhere and in any format.

- On-Site Training
- Keynote Speaking
- Public Seminars
- Audio, Video Resources

**To receive a comprehensive proposal:  
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