

Social Intelligence

TRAINING

Civility Experts Chicago is pleased to offer this exclusive, ground-breaking training in Social IQ. The training material was developed by Lew Bayer, President of Civility Experts Worldwide and based on research out of Harvard University that found that up to 85% of our long-term success in life and work is based on our Social Skills.

Boost Your Social Intelligence

CORE SESSION

Carl Albrecht declares that “More people have lost jobs, friends, and mates as a result of social incompetence than for any other reason.” He defines Social Intelligence as “The ability to get along well with others and to get them to cooperate with you.”

This interesting and practical presentation focuses on Social Intelligence – the new essential skill for success in the workplace. After attending this session, participants will be better able to:

- Understand the value of Social Intelligence
- Leverage their Social Intelligence to increase success in life and in the workplace
- Recognize Social IQ shortfalls
- Adopt techniques for boosting their Social IQ

Topics covered include:

- Defining Social IQ and discussing why it is important.
- Reviewing current Social IQ theories
- Evaluating our general Social Intelligence; Self-assessment
- Discussing what does Social IQ has to do with leadership?
- Understanding the role of Social IQ in collaborative workplaces
- Building connectedness and fostering respectful communication with Social IQ
- Applying 3 key techniques for boosting your Social IQ

This is a full-day session. Fee is \$2950.00US for up to 25 participants, materials included. Travel expenses for training outside of Chicago will be additional cost.

INTERESTED IN ATTENDING A SOCIAL INTELLIGENCE WORKSHOP? Contact us at chicagocenter@mail.com.

Social Intelligence

TRAINING

Socially Savvy

EXECUTIVE FINISHING SCHOOL

Earn your certificate in Social Competence

Recent research out of Harvard University suggests that because our long-term success in work and in life is 85% dependent on our “soft skills”, we would all be wise to make sure we are socially competent. Completion of this 2-day program entitles the participant to a Certificate in Social Competence for Business Professionals© The program consists of 16 hours of in-class training which includes:

- 3 or 4 course dining tutorial (1.5 hours)
- a guest speaker luncheon presentation (1.5 hours) on Day 2
- 11 hours of lecture and activities, introduction, session debrief, self-assessments and breaks.

This is a 2-day Certificate in Social Competence Course. Fee is ONLY \$799US. Contact us for dates and to register.

5 MODULES TO BOOST YOUR SOCIAL IQ:

- Module 1: Civility and Leadership
- Module 2: Communication: Oral, Digital, Written and Nonverbal
- Module 3: Presentation Skills: Image, Decorum, Attitude, and Poise
- Module 4: Social Intelligence and Building Trust
- Module 5: Priorities and Productivity

YOU WILL LEARN TO:

- Be “etiquette-wise” and avoid social and business faux pas that can cost your reputation
- Exhibit high personal standards and lead by example
- Navigate sticky situations related to rudeness and incivility in the workplace
- Feel confident in a variety of business and social settings
- Leverage your social savvy and be more socially competent upon completion

WHO SHOULD ATTEND?

- Graduates entering the workforce
- Supervisors or managers
- Employees transitioning to leadership positions
- Human resources and/or workplace trainers looking for new training tools

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CENTER FOR CIVILITY

CHICAGO

Social Intelligence

TRAINING

Social IQ Workplace

TRAINER CERTIFICATE PROGRAM

Exclusive to Civility Experts Chicago

Social I.Q.

BRINGING CIVILITY BACK TO THE WORKPLACE

In our increasingly global and constantly changing world of work, education and on-the-job experience is not enough to guarantee a successful career. Only 15% of your workplace success is determined by hard skills, while the remaining 85% of your success depends on soft skills.

Rapidly declining Social I.Q. hurts performance, productivity and the bottom line.

Employees must be prepared to adapt to a climate of constant change, accept varying cultures, trends, personalities and behaviors and respond appropriately in any situation. The surest way to make that happen is to make it a priority to increase the Social I.Q. of each member of your staff. The Social I.Q.: Bringing Civility Back to the Workplace training kit will provide you with everything you need to offer that training. Created to meet the growing demand for social competence in the workplace, by internationally acclaimed civility at work expert Lew Bayer and founder of Civility Experts Worldwide, this multimedia toolkit will teach you how to bring civility back to the workplace. Executives, managers, human resource professionals and business professionals of all levels will learn how to increase their Social I.Q. and learn how to act appropriately in all business settings, portraying confidence and professionalism while doing so.

Participants will discover:

- The three elements of social intelligence and why each is important to your success on the job
- How to assess your own Social I.Q.
- How your social style can be adjusted for greater fit and how this can benefit you in your career
- What it means to be etiquette-wise and how to avoid social and business blunders that can damage your reputation
- How high social intelligence can help you navigate language, cultural and generational barriers
- Ways you can boost your Social I.Q. using the S.P.A.C.E. method
- How to be more confident in unfamiliar situations
- How to behave appropriately and use Social I.Q. to send positive impressions
- How to build credibility based on respectful behavior
- How to lead others by example

This multi-media toolkit includes:

- 94-page binder chock-full of assessments, forms, advice and strategies for boosting Social I.Q. in your workplace.
- Trainer's guide complete with a training session format, sample agenda, discussion points and exercises trainers can use to facilitate an interactive and comprehensive training session.
- Trainee's guide session participants can reference again and again.
- Customizable, Print-Ready Forms CD that makes it easy to print and share training materials.
- 60-minute audio conference post-program with leading civility and Social IQ expert Lew Bayer and PowerPoint presentation Boost Your Social IQ to Succeed at Work.

2 Full Days, Live Training and all Materials Included. Fees are \$1850.00US per participant. Contact us for dates.

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