

PROFESSIONAL *Impressions*

"My passion is to assist individuals in unlocking their unlimited potential through managing the impression they create in the minds and hearts of others."

Haydee



"It was a great pleasure working with your team. Your flexibility to our needs was amazing. You have changed their daily lives of our professional staff."

**Babalwa Ngonyama – Partner
Deloitte**

"I highly recommend them for their business manner, powerful message, contagious energy -the staff just keep coming back for more!"

Shirley Van Biljon, Vodacom,

"Excellent, informative and practical session. Enjoyed the variety.

Very competent, professional workshop and team conducted in practical, fun and participative manner."

**Tracey Dudley-Business Head
FNB-Online**

"Audience participation was excellent involving the entire group throughout the day was very enjoyable. Information was up to date and the course very professional"

**Steven Donald- Corporate
Account Manager DISCOVERY**

PRESENTATIONS...

Our presentations focus on developing the 3 most sought after skills in the work place:

SELF MANAGEMENT SKILLS...

“First Impressions for Lasting Opinions”

Are you packaged for success?

- ✓ **The Power of Positive First Impressions-the importance of managing the impression we create in the eyes and minds *of others***
- ✓ **How to maintain a positive attitude in challenging times**
- ✓ **Cultivate an attitude of altitude**
- ✓ **Your self-talk-are you your best cheerleader or worst critic?**
- ✓ **Habits of confident people**
- ✓ **Why do we find looking good so difficult?**
- ✓ **The essentials of a Polished Professional**
- ✓ **The 5 A's of an ideal outfit.**
- ✓ **Identify the appropriate dress levels for your working environment-casual smart, smart casual?**
- ✓ **The Halo effect of quality-your car...filofax...briefcase**
- ✓ **Workplace Warts-absolute no-no's**
- ✓ **Top Ten Must-Haves**
- ✓ **Your 30 second checklist before that important meeting/presentation**
- ✓ **How to Buy Smart and Look Great on Any Budget**



“ Power Etiquette”

What you don't know can destroy your career.

Wherever you may be and whomever you meet during your business interactions, the correct business etiquette will accelerate your career opportunities and provide you with a one way ticket to success.

- ✓ **Business etiquette your "ticket" to acceptance and respect in the business world**
- ✓ **Why manners Make a Difference**
- ✓ **Office do's and don'ts**
- ✓ **The first greeting, impressive introductions**
- ✓ **Your handshake-what does it say about you?**
- ✓ **Handshake styles, the best handshake**
- ✓ **When you speak: cellular phone manners**
- ✓ **Mind over Platter-office functions, cocktail parties**
- ✓ **The fine art of Small talk**
- ✓ **Networking**



COMMUNICATIONS SKILLS...

“ Communication Excellence ”

The key to success is the ability to communicate effectively

- ✓ **Planning your communication**
- ✓ **Identifying the purpose of your presentation/communication**
- ✓ **Structuring your thoughts and ideas logically**
- ✓ **Talking your client’s language**
- ✓ **Persuasive techniques**
- ✓ **Techniques for improving listening**
- ✓ **Researching your audience**
- ✓ **Constructing your message**
- ✓ **Open and close with impact**
- ✓ **Developing presence**
- ✓ **The importance of sincerity**



“ Phenomenal You ”

Developing an Attitude of Altitude

- ✓ **Developing a mindset of abundance**
- ✓ **Your attitude will determine your altitude**
- ✓ **Establish a new powerful perspective on life**
- ✓ **Stop reacting and start creating**
- ✓ **Pillars of self-esteem**
- ✓ **The confidence recipe**
- ✓ **Habits of confident people**



“ A Work in Progress ”

**Bring out the leader in you and in others.
Going from Ordinary to Extraordinary**

Discover how to:

- ✓ **Apply the 9 different ways of relating in business and your personal life**
- ✓ **Build the best relationships with your colleagues, family, friends and discover conditions that make you and them thrive**
- ✓ **Ensure job and life satisfaction**
- ✓ **Control your emotions**
- ✓ **Bring about a profound understanding of oneself**
- ✓ **Know why we behave the way we do**
- ✓ **Respond when stressed**
- ✓ **Find what your higher abilities particular to your personality are and how to develop these**
- ✓ **Identify others character traits and know how to deal with them**



“ The Superwoman Syndrome ”

- ✓ **Do you feel that you don't know if you are coming or going?**
 - ✓ **Do you have to be everything to everyone?**
 - ✓ **Do you have a hard time delegating?**
 - ✓ **Is your work making you ill and unhappy?**
 - ✓ **Are you a workaholic?**
 - ✓ **Do you constantly feel exhausted?**
 - ✓ **Do you have sky high stress levels?**
 - ✓ **Is there little or no time for friends and family**
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- ✓ **Does your “To Do” list never end?**
 - ✓ **Are you trying to deal with multi-faceted roles, whilst maintaining your sanity?**

Worried you are showing most of these symptoms?

Guess what?

You are suffering from the Superwoman Syndrome.

You are on the fast track to total "flame out"!

Not sure what to do next?



This fun, music-filled, interactive workshop will let you discover...

- ✓ **Where are you right now?**
- ✓ **Where would you like to be?**
- ✓ **How are you going to get there?**
- ✓ **Tips to simplify your life**
- ✓ **How to become less of a perfectionist**
- ✓ **The 3 A's towards achieving life balance**
- ✓ **How to make time For You**
- ✓ **Strategies for coping with your daily stresses**



Duration:

Various options-From 1 hour to half day presentations

Investment:

Please contact us for a detailed proposal

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"THE MORE YOU KNOW THE LESS YOU NEED"