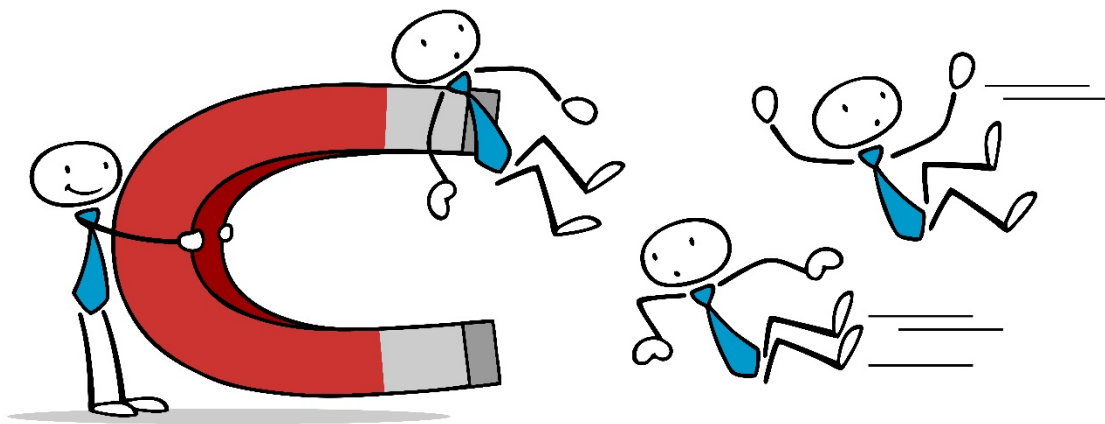


How To Improve Your Professional Charisma



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What You Will Learn In 4 Hours

7 steps to build charisma

11 steps to make a positive first impression

Four keys to become a good conversationalist

How to become an active listener

Meetings & Workspace

Learn proper manners for meetings

How to be an effective meeting facilitator

Learn 10 steps to be a more courteous employee/co-worker

Learn about business introductions and meetings

Interpersonal

Learn how to dress for success

Learn how to communicate and work with different generations

Learn proper etiquette tips when eating out

Learn to avoid 10 distracting behaviors at work

15 powerful e-mail etiquette tips

Public Speaking

7 tips to help overcome fear and anxiety

Learn 3 steps to guarantee success

Learn three things you should never do

Learn 7 tips to build your “Personal Brand”

