DEVELOPING

Emotional Intelligence

O N E - D A Y S E M I N A R

Learn how to interact, communicate and collaborate successfully with all types of people

Take a peek at just some of what you’ll learn:

• Gain revealing insights into what compels people to act the way they do
• Work more effectively with others — even difficult, high-strung personalities
• Learn to keep your emotions in check and help coworkers do the same
• Become more confident when interacting with colleagues, team members and superiors
• Determine your current level of emotional intelligence
• Defuse tense situations, mediate conflicts and improve relationships
• And much, much more!

See pages 4-5 for your seminar agenda!

ENROLL TODAY!

Call 1-800-556-2998
Fax 913-967-8842

Online www.pryor.com

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P.O. Box 219468
Kansas City, MO  64121-9468

EXPRESS ENROLLMENT!
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There’s a lot of buzz centered around emotional intelligence in the workplace right now and with good reason. Cutting-edge research into emotional intelligence has shown it plays a critical role in higher productivity, performance and job satisfaction. People who have a high level of emotional intelligence are more confident, more capable and earn greater respect from their colleagues. They are also better able to stay calm, flexible and focused when workplace crises hit and panic threatens to set in.

What exactly is “emotional intelligence?”

Quite simply, emotional intelligence is a set of competencies that enhance your ability to relate positively to others. People with high emotional intelligence are adept at using empathy and constructive communication to create a collaborative, cooperative work environment. They naturally relate well to others, are able to accomplish more through encouragement and persuasion and excel at inspiring, guiding and leading others to achieve their best work. As performers, they tend to be flexible, adaptive, self-motivated and confident.
Sign up now for one of the most powerful, transformational seminars you’ll come across!

If you’re looking for a way to improve your relationships across your organization, understand how and why others behave the way they do and achieve greater success in all your job-related endeavors, this seminar is one you don’t want to miss.

Unlike your IQ, which is set by the time you are a teenager, your emotional intelligence (EQ) can be improved upon throughout your lifetime. When you attend Developing Emotional Intelligence, you’ll gain the knowledge and skills you need to transform the way you interact with and respond to others.

You will discover how to:

- Evaluate your current level of emotional intelligence
- Identify your communication strengths and weaknesses
- Overcome personal beliefs that might be holding you back
- Understand how your emotions affect others — and how their emotions affect you

Once you put what you’ve learned into practice, you’ll be astonished at how much easier it is to build stronger workplace relationships, keep projects and workflow moving smoothly, work more effectively with diverse personalities, understand what motivates others — and enjoy greater success and satisfaction in your work.

This course will help you increase your ability to positively influence others, become a more intuitive leader and develop mutually beneficial relationships with all kinds of personalities.

How does emotional intelligence correspond to workplace success?

Studies have shown emotional intelligence can have a profound effect on a person’s ability to create more rewarding, collaborative and satisfying workplace relationships. This, in turn, leads to greater productivity, reduced stress and anxiety, higher levels of performance and a greater sense of teamwork and camaraderie — all critical components of a successful, productive workplace.

When companies hire based on emotional intelligence competencies — such as initiative, self-confidence and leadership — turnover rates drop, productivity levels rise and profits tend to increase.

Super-effective for team environments!

If your organization depends on teams to get things accomplished, this seminar is a can’t-miss opportunity for dramatic improvement! Team dynamics depend on high levels of emotional intelligence, and what you learn here will give you the skills, tools and strategies to help any team function more effectively.

Team dynamics depend on high levels of emotional intelligence...

You will learn to communicate more openly, deal constructively with resistance and disruptive team behavior and understand the triggers that spark both positive and negative reactions. Whether you are a team leader or a team member, the skills you’ll master will make team meetings, projects, presentations, discussions and collaboration that much easier.
The definition of intelligence
- How to define intelligence: What determines a high IQ?
- Key characteristics of emotional intelligence

Self-awareness and emotional intelligence
- Your personal style and how it affects your relationships with others
- Extrovert, introvert, thinker, feeler — Where do you fall among these four commonly recognized personality traits?
- How do your preferences impact your effectiveness with other people?
- Self-awareness: the first key step in developing a higher EQ
- The Self-Assessment Checklist will help you determine your current emotional intelligence
- The undeniable benefits of improved emotional intelligence
- How to seek feedback to improve your self-awareness

Self-control and managing emotions
- How your right brain and left brain work together — and against each other — to affect your emotional reactions
- Leadership and emotional intelligence: how they are related
- Beliefs and their incredible effect on your emotions and behaviors
- How to handle irrational thinking and overcome negative emotions

Attitude and motivation
- Techniques to identify your opportunities to grow and move forward
- Attitude, ability and motivation ... how emotions affect them all
- How to use motivation to overcome the negative thoughts that hold you back
- Maslow’s Hierarchy of Needs Motivation Model — What’s affecting your aims and drives?
- Optimism and pessimism — the role they play in your successes and failures
- Attitude adjustment: how to change your attitude from negative to positive (it can be done!)
- SMART goals and how they help you grow professionally and personally
Social competency: Enhance your ability to understand and influence others

- The importance of empathy in communicating, understanding, listening, establishing rapport and relationship building
- The role of establishing rapport in building relationships
- Are you politically aware? Political savvy and its place in your professional success
- Keys to communicating effectively with all types of personalities
- How to master the art of listening and hear what’s not being said
- Body language: how your nonverbal cues affect the message you’re trying to send — and how to interpret what others are saying with their body language
- How to adapt your voice to convey the message you really mean
- Ways to use EQ for team-building: competencies of high-performing teams and their members
- Dimensions of emotional intelligence: an action plan for the future

What to Expect

Our 100% guarantee means you’ve got nothing to lose!

All of our seminars are 100% SATISFACTION GUARANTEED! We’re confident this seminar will provide the tools to develop and improve your emotional intelligence. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we’ll arrange for you to attend another one of our seminars or receive a full refund — hassle-free!

A comprehensive reference guide is yours to keep!

As part of your tuition, you’ll take home an information-packed workbook covering everything your trainer will touch on during the day. It frees you to listen, learn and participate and serves as an invaluable desktop reference once you return to the office.

Don’t wait to enroll!

This seminar is sure to fill quickly — and there are only so many seats available! Visit us on the Web at www.pryor.com to guarantee your spot!
Enjoy greater buy-in and cooperation from others

Use the skills you’ve mastered here to persuade your coworkers, colleagues and team members to zero in on shared goals, work together more closely to achieve them and manage conflicts and disagreements more productively.

Achieve greater control over your own emotional reactions

Everyone suffers from emotional overload at some point — but we’ll show you how to recognize when irrational thinking or negative beliefs are taking over, and give you proven tools you can use to quickly get your emotions under control and your thoughts back on a positive track.

Increase your own personal productivity

If you tend to feel overwhelmed when too many projects are “due yesterday” and get frustrated when responsibilities begin to pile up, this course will give you breathing room! You’ll learn how to step back, take your emotional state out of the mix and use rational, positive thinking to adjust your attitude, calm down and take on your workload with renewed energy and smart prioritizing.

Learn to problem-solve like a pro

Conflicts and problems go hand in hand — when problems arise, conflicts over how to solve them are never far behind. This course will give you a variety of problem-solving techniques and tools to help you mediate conflicts, help others rein in their emotions and deal with all types of workplace issues.

Be recognized throughout your organization as someone who is strong, confident and capable

By powering up your emotional intelligence, you will become a person who others think of as a calm, influential leader, able to handle any situation with quiet confidence. You’ll earn the recognition and respect of your peers and get on track for promotions, advancement and career success.

A special message for managers and supervisors

If you’d like your people to become more effective communicators, solve problems more easily, work together and support each other, this seminar is a perfect fit. Participants will learn to manage their emotional reactions to various situations, use empathy to better understand where others are coming from and send clear messages — both verbal and nonverbal — that are readily understood.

As a result of this training, you can expect to see less procrastination and heel-dragging, more collaboration and cooperation and greater accountability. Productivity and performance will show marked improvement, as will attitudes, workplace commitment and job satisfaction.

Think about this seminar as a one-day investment that will produce spectacular long-term results in your people, your department and your organization. You’ll be absolutely amazed at the changes you’ll see!
Registration Information

Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. Payment is due before the program.

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule
Check-in: 8:30 a.m. – 9:00 a.m.  Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions
You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note
• You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
• Walk-in registrations will be accepted as space allows.
• For seminar age requirements, please visit http://www.pryor.com/faq.asp#agerequirements.
• Please, no audio or video recording.
• Lunch and parking expenses are not included.
• Dressing in layers is recommended due to room temperature variations.
• You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations
If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction
If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C. Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEUs)
Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. Questions or concerns should be directed to your professional licensing board or agency.

Continuing Professional Education (CPE)
Fred Pryor Seminars and CareerTrack of Park University Enterprises, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. Fred Pryor Seminars and CareerTrack’s Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

HRCI Recertification Credits (HRCI)
This program has been approved for recertification credit hours through the HR Certification Institute. For more information about certification or recertification, please visit the HR Certification Institute homepage at www.hrci.org. This course qualifies for 5.5 HRCI recertification credits.

Professional Development Units (PDUs)
As a Registered Education Provider (R.E.P.), our organization is approved by the Project Management Institute (PMI)® to offer Professional Development Units (PDUs). For more information, please visit www.pmi.org. Our organization’s R.E.P. number is 3992. This course qualifies for 6 PDUs.*

Completion & Continuing Education Certificates
To obtain a certificate documenting your completion and/or CEU, CPE, HRCI or PDU credits, please visit www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

* PMI is a registered mark of the Project Management Institute, Inc.
To update your contact information, see page 7.

Please register me for Developing Emotional Intelligence, a one-day seminar. Group discounts available; see page 7 for details.

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Express Enrollment!

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Learn how to interact, communicate and collaborate successfully with all types of people.

In just one day, you’ll learn how to:

- Improve relationships across your organization
- Discover what drives people to act the way they do
- Identify your communication strengths and weaknesses
- Interact more effectively with all personality types

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Tele: __________ Fax: __________
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Please list additional names on a separate sheet.

Important: Send your payment now. Tuition is due before the seminar.

Please make checks payable to Fred Pryor Seminars and return this form to:
P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6%) and West Virginia (6%).

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Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you’ve already registered by phone, by fax or online, please do not return this form.

REGISTRATION FORM — Developing Emotional Intelligence