



# The Dale Carnegie Project Management Immersion Program

Building courage and confidence, we invigorate your team and help you enhance your own leadership and management style to elicit the best your team – and your career – has to offer.

Powerful People Skills • Inspiring Presenters  
Leaders Who Build • Management Excellence  
Activated Organisations

**Dates:**

Day 1 - 23rd June 2018

Day 2 - 30th June 2018

Day 3 - 1st July 2018

**Time:**

9:00am – 4:30pm (Three day weekend program)

**Venue:**

In-house

**Dale  
Carnegie**



**Dale Carnegie works with the most successful companies globally, including over 430 of the Fortune 500, and what they teach about people and performance turns into real bottom line results.**

As a valued member of PMI, we would like to offer you an exclusive opportunity to benefit from Dale Carnegie's insights and take back to your organisation real life, simple to activate concepts to apply straight away.

## **Day One**

### **1A. Foundation for Success**

Learn methods to connect with others  
Achieve our vision by committing to breakthroughs  
Familiarize ourselves with the Five Drivers of Success

### **1B. Recall and Use Names**

Focus on people as individuals  
Create positive first impressions  
Use methods for remembering names

### **1C. Build Memory Skills and Enhance Relationships**

Learn to apply a process for memory improvement  
Become familiar with principles for improving human relations  
Identify opportunities for improved business relationships

### **1D. Increase Our Self-Confidence**

Use professional experiences to communicate more confidently  
Communicate with more clarity and conciseness  
Discover how past experiences influence behavior

### **1E. Build Others through Recognition**

Concentrate on the strengths in others  
Develop skills in giving and receiving positive feedback  
Discover the value of sincere appreciation

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## Day Two

### **2A. Adjust to change**

Define the challenge of change  
Commit to principles for adapting to change  
Adapt our personal patterns and attitudes

### **2B. Gain the Willing Cooperation of Others**

Influence people through trust and respect  
Achieve cooperation versus compliance  
Discover the power of finding points of agreement

### **2C. Disagree Agreeably (Negotiations)**

Organise our thoughts in impromptu situations  
Communicate our ideas effectively even when we disagree  
Strengthen our personal opinions with evidence

### **2D. Put Stress in Perspective**

Recognise the impact negative stress has on our effectiveness  
Commit to using concepts and principles to better handle stress  
Prepare for and address challenges that we face more effectively

### **2E Innovation**

Become proactive instead of reactive in change management  
Recognise and encourage idea fluency  
Facilitate the innovation process for problem solving and continuous improvement  
Create a safe environment for the exchange and flow of ideas



"THAT'S  
THE MOST  
IMPORTANT  
DEGREE  
THAT  
I HAVE."

— Warren Buffett on the Dale Carnegie Course

**Dale  
Carnegie**



## Day Three

### 3A. Manage Change Effectively

- Avoid the most common change management mistakes
- Understand a model for change
- Define a type of change currently occurring in the organisation
- Manage yourself and others during organisational change

### 3B. Project Leadership Mastery

- Increasing Team Motivation and Commitment
- Understand leadership and how to build team enthusiasm and commitment
- Establish goals, delegate, and empower team members
- Align projects and assemble a productive and motivated team
- Deliver persuasive Presentations
- Sustain success with coaching and recognition



Together, we'll set your team in motion and help everyone reach new heights, powered by the unique talents of you and your employees.