

Personality Styles in Team Communication

Build on Commonalities and Enjoy the Differences

MEDIUM : Cantonese / English COURSE CODE : PSTC DURATION : 1 Day
 FEE : HK\$3,480 EARLY BIRD : HK\$3,180

15 March, 2018 (Thu)

Blending interest, initiatives and motivation of self with others' to produce mutually satisfying results is the key to successful team communication. Suiting the communication style to the team members' personalities raises the harmony and connection, which drives up efficiency.

In the workshop, the participants will have the following takeaways:

- Define the essential traits to achieve team efficiency
- Embrace the principle – build on commonalities and enjoy differences
- Know the personality style of self and others'
- Discover the key to rapport building
- Convey clear messages by finding the right context
- Motivate initiatives on task and on relationship
- Align on the concept of time
- Listen to understand differences and prioritise
- Manage differences in expectations, roles and interests
- Connect with team members with different personality styles

Target Audience Team leaders and team members

Course Outline

1. Personality Styles in Team Dynamics

- Engage in an activity to discover personality styles in team functioning
- Be aware of efficiency based on a task and a people focus
- Know time management with people's mindset on time

2. Personality Style Analysis

- Realise the style for self and for others in a questionnaire
- Discuss how to vary the approach to build rapport with four types of profile
- Profile own team members at work

3. Connect with the Right Context

- Learn how people express thinking and feelings through contexts – high context and low context
- Define low context as task-focused and high context as relationship-focused
- Practise in an exercise how to get across and exchange clear information by finding the middle context

4. Manage Time with Others

- Deal with the monochronic –precise with time and the polychromic – flexible with time
- Plan to set expectations
- Monitor for commitment

5. Negotiate and Manage Differences

- Identify common goals
- Drive conversation with an effective model
- Lobby and influence

6. Network to Bond

- Engage and energise during informal situations
- Practise a three-step process with four (4) profiles
- Select channels

7. Integrate Skills for Action with Own Team

- Integrate learning to apply to team
- Develop ongoing plan to enhance team communication based on the profiling completed earlier in the workshop
- Share review with fellow participants

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
March 2018								
2	Mar-07	Coaching and Mentoring Skills	NEW CMS	1	HK\$3,480	HK\$3,180 Feb 9, 2018	Feb 14, 2018	C/E
	Mar-08	Customer Service Skills	NEW CSS	1	HK\$3,480	HK\$3,180 Feb 9, 2018	Feb 14, 2018	C
	Mar 8-9	Managing People for Win-Win Results	MPWWWR	2	HK\$6,480	HK\$5,980 Feb 9, 2018	Feb 14, 2018	C/E
3	Mar-15	Personality Styles in Team Communication	NEW PST	1	HK\$3,480	HK\$3,180 Feb 15, 2018	Feb 21, 2018	C/E
	Mar-15	Leadership Skills Workshop	NEW LSW	1	HK\$3,480	HK\$3,180 Feb 15, 2018	Feb 21, 2018	C
	Mar-16	Win-Win Negotiation Skills	NEW WINWIN	1	HK\$3,480	HK\$3,180 Feb 15, 2018	Feb 21, 2018	C
	Mar-16	Time Management for Worklife Balance	Revised TWLB	1	HK\$3,480	HK\$3,180 Feb 15, 2018	Feb 21, 2018	C/E
4	Mar-21	Creative Problem Solving and Decision Making	NEW CPSDM	1	HK\$3,480	HK\$3,180 Feb 23, 2018	Feb 28, 2018	C
April 2018								
2	Apr-10	Personal Branding and Professional Image	NEW PBPI	1	HK\$3,480	HK\$3,180 Mar 10, 2018	Mar 15, 2018	C
	Apr-11	Storytelling for Effective Presentation	NEW SEP	1	HK\$3,480	HK\$3,180 Mar 10, 2018	Mar 15, 2018	C
	Apr-12	Effective Communication and Interpersonal Skills	ECIS	1	HK\$3,480	HK\$3,180 Mar 10, 2018	Mar 15, 2018	C/E
	Apr-13	Interviewing Skills to Recruit the Right Candidate	ISW	1	HK\$3,480	HK\$3,180 Mar 10, 2018	Mar 15, 2018	C/E
3	Apr-19	Handling Difficult People	HDP	1	HK\$3,480	HK\$3,180 Mar 17, 2018	Mar 22, 2018	C/E
	Apr-20	Influencing Skills to Power Up Persuasion	NEW IFSW	1	HK\$3,480	HK\$3,180 Mar 17, 2018	Mar 22, 2018	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



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