



Hesseling & Partners

Management, Organization, Training, and Coaching



Training Professional Cooperation Skills – Level I

The Effective Professional

The objective of the training is:

- To make the attendant aware of *how their behavior impacts the cooperation* in a negative or positive way.
- To *hand out positive communication tools and practice behavior* which have a strong positive effect on their professional behavior, cooperation skills, and ultimately their personal career.

Approach:

The *customized training consists* of a number of *building blocks* that will allow the attendant to understand their own behavior and that of their colleagues. *Building more Respect, Understanding, Appreciation, and Trust with others.*

- *It teaches them to push the right buttons with people and therefore creating cooperation.*
- *It teaches them to self-reflect and choosing effective behavior to improve communication*
- *It teaches them to confront people with respect and generate cooperation*
- *It teaches them to be responsible for their own professional behavior.*

This Program will Boost Engagement, and Cooperation within your Company and *Reduce Costs of unwanted Turnover* thus enhancing the *Effectivity and Profitability of its Operations.*

Training Professional Cooperation Skills - Level I

Who should attend? This Training is designed for all employees who seek to maximize their performance, advance their career and add more value to their organization. Professional Cooperation Skills Training is practical, effective, and directly usable in your daily operations. You will gain knowledge about effective communication, and cooperation, increase your positive influence in a short period of time.

Outline:

- Effective Communication building *Respect, Understanding, Appreciation, and Trust* with others
- How to push the right buttons with yourself and others
- Making sure positive intentions have a positive outcome
- Boost your own and other people learning curve
- The Feedback that works Confronting with Respect
- How to Create a well-performing Team
- Introduction Conflict Resolution an interest-based approach

Designed to maximize the performance of all employees in important roles, this training will boost their Positive Influencing Skills and provide a versatile toolkit to adequately handle an array of Cooperation challenges. Attendees will become stronger employees by influencing others more positively, building stronger teams, and adding more value to their organizations.

"Pleasure in the job puts perfection in the work." – Aristotle, Greek Philosopher 384 B.C.

The training starts as soon as possible **in 2020**. Successful completion of the curriculum results in a **Certificate of Completion**, at no extra costs. Each training with a total of 18 training hours, is offered in a 6 weekly sequence of 3-hour workshops. Learning objectives are met with practical, personalized homework assignments. The workbook is provided with the costs of programming.

An oral evaluation will be performed after every meeting, a written evaluation concludes the end of the training program. To maximize the result of the training the number of attendants is limited to 6 participants per training.

The total Training cost for 6-8 participants, including workbook is \$..... + 5% GST.

Jan Hesseling will be the training Instructor.

Jan Hesseling BIO



Jan Hesseling is a *Business Consultant - Trainer - Coach* and a Human Resources Professional with wide HR management experience gained in different industries in Europe and Canada. His clients are in the Oil and Gas Industry where he provided Recruiting. In the Transportation Industry providing Leadership Training in; Teambuilding and Successful influencing others. In the Forest Industry providing Recruiting. In the IT Industry providing Sales Training, Cooperation Skills, and Leadership Skills Training. For Railroad Companies, he provides Conflict Resolution, Cooperation, and Practical Leadership Skills Training. For the Healthcare Industry, he provides Leadership Coaching on various management levels, and Self-Management workshops for long term addicted clients. For Financial Services and Government, he trains Advisory Skills for consultants.

His **Professional Cooperation Skills** and **Leadership Training** are a *gem collection of practical influencing tools combined*.

His HR knowledge, experience, and passion for helping organizations will save you time and money and let you focus on what your business does best. His forte is energizing and training people in boosting mutual **(Self)-Respect and (Self)-Understanding, Appreciation, and Trust** with anyone, using *empathy* as a tool to create more Cooperation. He applies an Interest based approach solving conflicts successfully. Jan is passionate about helping organizations develop workplaces where people are respected, valued and recognized. He will help you create a more productive and engaged workforce, where you and your employees and your business will flourish.

Jan Hesseling is also specialized in helping you to create or improve your operations manuals, so your organization will become more efficient using procedures, systems, and checklists to support a smooth operation and thus increasing your bottom line.

Website; www.HesselingHR.com

Training Professional Cooperation - Modules 2020

- Module 01 Positive and Effective Communication
Respect, Understand, Appreciation, and Trust
Who is right? → € ←
I'm OK - You are OK
- Module 02 *Feedback as an influencing tool*
Push the Right Buttons
Wheel of Influence
How to Handle Blind Spots
Your Good **Intention and the Effect of Your Behavior**
- Module 03 **Confronting with Respect**
4 step Method
- Module 04 **Boost Your** and Your Colleagues Learning **Curve**
What is your Learning Style?
Create more Energy – **Victory Log**
The \$5 Method to restore self-esteem and energy
- Module 05 How to use **Task Maturity** as a powerful positive influencing tool
to create more Cooperation
- Module 06 Increase your Circle of Influence **expand your Fan Club**
Hone your Advisory Skills
Improve your **Self-Management**
- Module 07 **Conflict Resolution** and Negotiating - Introduction
The interest-based approach