

# PERSONALLY PROACTIVE™

skills for business *skills for life™*



A **unique blend** of soft-skills workshops to **boost your confidence** and enhance your **personal impact** in business



## DAY 1

### COMMUNICATION

- Email & telephone
- Verbal & non-verbal
- Understanding personality types

### NETWORKING

- Networking – at events & always
- Starting & ending a conversation
- Your 'elevator pitch'

## DAY 2

### NEGOTIATION

- 'Win-win or no deal'
- Preparing & conducting
- Maintaining relationships

### CONFLICT RESOLUTION

- Capitulate - Remonstrate
- Aggressive - Assertive
- Escalate - Negotiate

## DAY 3 (2 WEEKS LATER)

### PERSONAL LEADERSHIP

- Positive thoughts
- Beliefs and actions
- Be what you want to be

### FACILITATION

- Making meetings effective
- Understanding group dynamics
- Build confidence & relationships

## DAY 4

### SPEAKING IN PUBLIC

- Using your voice
- Content & structure
- Effectiveness and persuasion

### DEBATING

- Preparation at short notice
- Thinking in the moment
- The friendly argument

PERSONALLY PROACTIVE™ will boost your confidence and enhance your people skills, whether for the novice or the experienced. Scott Johnston is an independent Employment Law specialist; a down-to-earth qualified barrister and a trainer with a light-hearted approach. He is a member of the Professional Speakers Association. Scott is 2005 JCI European Debate Champion and a Past President of JCI Scotland, a personal development Organisation with 200,000 members across the world. He has led workshops and coaching sessions throughout the UK & Europe and in Japan. Scott is a Finalist in the JCI Award Category of Most Outstanding Trainer in Europe to be judged in June 2006.

You can call Scott on **0141 632 1211** or email [sj@Personally-Proactive.com](mailto:sj@Personally-Proactive.com) or visit [www.Personally-Proactive.com](http://www.Personally-Proactive.com)

Personally Proactive™ is part of Johnston Consulting at [www.Johnston-Consulting.com](http://www.Johnston-Consulting.com)

## SOME OF THE HIGHLIGHTS:

### WHAT'S YOUR STYLE?

Negotiations: are you a 'Gunslinger or Shuttlecock'?  
 Networking: are you a 'Wallflower or Roadrunner'?  
 Presentations: are you a 'Show-off or Show-up'?

## WHAT THEY SAY:

"An inspirational trainer" "Never have I met a trainer with such charisma"  
 "I've been to half a dozen seminars during this conference and this was the best"  
 "Energetic and made it interesting" "He cares for his team" "Brilliant"

Whether it's breakfast seminars or full day sessions, we can create a programme built around **your business**.

### SELECTED WORKSHOPS

Workshops led by **Johnston Consulting** are not *purely* for entertainment, but we do hope you enjoy them. All our workshops are tailored to your needs and your level of expertise, for the novice or the old lag!

Whether you're looking for refreshers or new skills, you will take away concrete tips and tricks to enhance your skills every time.

### PERSONALLY PROACTIVE™ PROGRAMME

*skills for business – skills for life*

A unique blend of 'soft skills' to **boost your confidence** in business & in your personal life.

Whilst recommended in two sessions of two days each, we're flexible and can accommodate whatever pattern suits you and your team best. For more information visit [www.Personally-Proactive.com](http://www.Personally-Proactive.com)

### RISING STARS™

*Creating tomorrow's leaders, today*

Take **Personally Proactive™**. Add in a healthy portion of **Management Matters** and a splash of **Employment Law Essentials** to help your future leaders and managers work better in your business.

Aimed at recruits, new managers and senior management – create tomorrow's leaders in your business, today. For more information visit [www.Personally-Proactive.com](http://www.Personally-Proactive.com)

## BE PROACTIVE – BE PROFITABLE

For information on

- Personally Proactive™ Programme
- Rising Stars™ Programme
- Individual workshops

visit [www.Personally-Proactive.com](http://www.Personally-Proactive.com)

you will be automatically diverted to the Johnston Consulting website

### NEED A BUSINESS COACH?

- A confidential sounding board
- Someone to talk to – outside of your business
- Someone to challenge your ideas – supportively & confidentially

Contact Scott Johnston: [coach@Johnston-Consulting.com](mailto:coach@Johnston-Consulting.com)

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