



Social I.Q. Bringing Civility Back to the Workplace

1-Day Train-the-Trainer Workshop

Choose Friday, January 31 or Wednesday, March 26, 2014

In our increasingly global and constantly changing world of work, education and on-the-job experience is not enough to guarantee a successful career.

Only 15% of your workplace success is determined by hard skills, while the remaining 85% of your success depends on soft skills.

Rapidly declining Social I.Q. hurts performance, productivity and the bottom line.

Employees must be prepared to adapt to a climate of constant change, accept varying cultures, trends, personalities and behaviors and respond appropriately in any situation. The surest way to make that happen is to make it a priority to increase the Social I.Q. of each member of your staff. This 1-day comprehensive, interactive workshop is suited for small and medium-sized business owner/operators, workplace trainers, Human Resource professionals and anyone else who wants to boost his/her own Social IQ and/or coach others to boost their Social IQ.

The *Social I.Q.: Bringing Civility Back to the Workplace* training kit will provide you with everything you need to offer that training. Created to meet the growing demand for social competence in the workplace, by internationally acclaimed civility at work expert Lew Bayer and founder of Civility Experts Worldwide, this multimedia toolkit will teach you how to bring civility back to the workplace.



Executives, managers, human resource professionals and business professionals of all levels will learn how to increase their Social I.Q. and learn how to act appropriately in all business settings, portraying confidence and professionalism while doing so.

Participants will discover:

- The three elements of social intelligence and why each is important to your success on the job
- How to assess your own Social I.Q.
- How your social style can be adjusted for greater “fit” and how this can benefit you in your career
- What it means to be “etiquette-wise” and how to avoid social and business blunders that can damage your reputation
- How high social intelligence can help you navigate language, cultural and generational barriers
- Ways you can boost your Social I.Q. using the S.P.A.C.E. method
- How to be more confident in unfamiliar situations
- How to behave appropriately and use Social I.Q. to send positive impressions
- How to build credibility based on respectful behavior
- How to lead others by example

This multi-media toolkit includes a:

- 94-page binder chock-full of assessments, forms, advice and strategies for boosting Social I.Q. in your workplace.
- Trainer’s guide complete with a training session format, sample agenda, discussion points and exercises trainers can use to facilitate an interactive and comprehensive training session.
- Trainee’s guide session participants can reference again and again.
- Customizable, Print-Ready Forms CD that makes it easy to print and share training materials.
- 60-minute audio conference program and PowerPoint presentation *Boost Your Social IQ to Succeed at Work*.

Included with the kit is 4 hours of one-on-one Train-the-Trainer coaching with Civility Experts President and CEO Lew Bayer- Canada’s leading expert on Civility and Social IQ in the workplace. Graduates will receive bonus Social IQ content and training notes from Lew as well as a Certificate of Achievement; Boost Your Social IQ Train-the-Trainer.

**Regular fee is \$1250.00- Limited time offer
\$649.00 plus applicable taxes.**

(Fees include copyright usage permissions)

Training held at 192 Tache: In Good Company Etiquette Academy. Lunch and refreshments are provided. All materials are included.