



PEAK® Series

Personal Effectiveness And Knowhow

(Best for Individual Contributors & Specialists; while managers can also join)

You cannot perform to your PEAK until you have recognized your own talent and potentials. This course will help you find out more about your own strengths and abilities, and thus improve your personal effectiveness. PEAK® program provides various tips and tools which you can mix and match for improving self-confidence, work relationship, efficiency and work results.

Innovative Problem solving and Decision making (IPaD) - 2 Days



- How to think holistically with balanced perspectives?
- How to 'Relate-the-Unrelated' and explore more critical info?
- How to reduce bias, and not fall into 'Assumption' traps?
- How to analyze systematically to find out 'root' causes(s)?
- How to generate creative ideas from different perspectives?
- How to use various innovative techniques in teams?
- How to filter for feasible options, and make smart decision?

Win-win Influencing Negotiation Skills (WINS) - 2 Days



- How to influencing others (boss, peers, subordinates and clients) without over-using authority?
- How to prepare systematically to max benefits and min risks?
- How to win 'more with less' through tactical process skills?
- How to flexibly manage negotiation climate and styles?
- How to deal with power dynamics and how to employ a wider range of influencing skills to alter the imbalance of power?
- How to achieve the best alternative (BATNA) in negotiation?

Specialist Enablement – Train Specialists as Trainers (TST) - 1+2 Days



- How to transfer your professional skills to your clients (internal/external) and to add value as an internal consultant?
- How to facilitate effectively with interactive activities?
- How to extend the attention span and reinforce memory?
- How to keep up participant interest and application desire?
- How to use different visual aids (PowerPoint and flip chart, video, cards) to enhance facilitation outcomes and buy-in?
- How to train your business partners/clients for greater business

relationship and cooperation?

Communication for Collaboration (C4C) - 2 Days



- How to maximize your potentials through personality analysis?
- How to cooperate with people of different personality?
- How to make our points sharp and clear without confusion?
- How to listen for deeper understanding and more empathy?
- When should you share or probe, when not to tell or instruct?
- How to show respect and be sensitive to cultural diversity?
- How to achieve results without jeopardizing work relationships?
- How to relate communications skills to other topics in PEAK?

High Impact Presentation Skills (HIPS) - 2 Days



- How to present with greater clarity, brevity and personal impact?
- How to organize logic and structure the flow of presentation?
- How to tailor to the style and need of your audience?
- How to apply interaction skills to engage your audience?
- How to present in a relaxed, confident and memorable way?
- When to apply what visual aids to reinforce your message?
- How to handle sticky situations (disagreements and objections)?
- How to close with compelling message or call for actions?

Work Efficiency & Execution (WEX) - 1 Day



- How to manage time and energy for higher work efficiency?
- How to prioritize tasks with Urgent/Important matrix?
- How to manage time stealers or distractors?
- How to turn time management into life management?
- How to enforce execution without procrastination?
- How to follow-up, set milestones and monitor progress?
- How to evaluate the success of execution?
- How to document for best practices or continuous improvement?



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