

973-890-0909

www.northernnj.dalecarnegie.com



## Northern New Jersey CLASS SCHEDULE

**EXPERIENCE** Dale Carnegie

Connect. Collaborate. Lead.

*Make a difference.*

### LEADERSHIP TRAINING FOR MANAGERS

- Oct. 31, Nov. 1 & 2, 2017  
Tues., Wed. & Thurs.  
Newark, NJ
- Jan. 8, 9 & 10, 2018  
Mon., Tues. & Wed.  
West Caldwell, NJ
- Mar. 12, 13 & 14, 2018  
Mon., Tues. & Wed.  
Newark, NJ

8:00am-5:00pm - Tuition: \$1995  
Runs 3 Consecutive Days

### STRICTLY BUSINESS: THE DALE CARENGIE IMMERSION SEMINAR

- Oct. 11, 12 & 13, 2017  
Wed., Thurs. & Fri.  
West Caldwell, NJ
- Feb. 26, 27 & 28, 2018  
Mon., Tues. & Wed.  
West Caldwell, NJ

9:00am-5:00pm - Tuition: \$1995  
Runs 3 Consecutive Days

### PUBLIC SPEAKING MASTERY

- Nov. 28 & 29, 2017  
Tues. & Wed.  
West Caldwell, NJ
- Mar. 6 & 7, 2018  
Tues. & Wed.  
West Caldwell, NJ

9:00am-5:00pm - Tuition: \$1795  
Runs 2 Consecutive Days

### DALE CARNEGIE SALES TRAINING: WINNING WITH RELATIONSHIP SELLING

- Jan. 29, 30 & 31, 2018  
Mon., Tues. & Wed.  
West Caldwell, NJ

9:00am-5:00pm - Tuition: \$1995  
Runs 3 Consecutive Days

### HIGH IMPACT PRESENTATIONS

- Jan. 24 & 25, 2018  
Wed. & Thurs.  
West Caldwell, NJ

9:00am-5:00pm - Tuition: \$2095  
Runs 2 Consecutive Days

### THE ART OF PUBLIC SPEAKING: MILLENNIAL BOOT CAMP — PUBLIC SPEAKING ESSENTIALS FOR EMERGING LEADERS

- Dec. 13, 2017  
Wed.  
West Caldwell, NJ
- Feb. 7, 2018  
Wed.  
West Caldwell, NJ

9:00am-4:00pm - Tuition: \$650  
Runs for 1 Day

### HOW TO COMMUNICATE WITH DIPLOMACY & TACT

- Nov. 13 & 14, 2017  
Mon. & Tues.  
West Caldwell, NJ
- Mar. 21 & 22, 2018  
Wed. & Thurs.  
West Caldwell, NJ

9:00am-5:00pm - Tuition: \$1795  
Runs 2 Consecutive Days

### DALE CARNEGIE COURSE: EFFECTIVE COMMUNICATIONS & HUMAN RELATIONS

- Jan. 19, 2018 - Feb. 23, 2018  
Friday  
West Caldwell, NJ

8:00am-12:00pm - Tuition: \$1995  
Runs 1 half-day per week for 6 weeks

### HOW TO WIN FRIENDS & INFLUENCE PEOPLE IN BUSINESS

- Nov. 16 & 17, 2017  
Thurs. & Fri.  
West Caldwell, NJ
- Apr. 4 & 5, 2018  
Wed. & Thurs.  
West Caldwell, NJ

9:00am-5:00pm - Tuition: \$1795  
Runs 2 Consecutive Days

### CONFIDENT, ASSERTIVE, IN CHARGE: DEVELOPING THE ATTITUDES OF LEADERSHIP

- Feb. 12 & 13, 2018  
Mon. & Tues.  
West Caldwell, NJ

9:00am-5:00pm - Tuition: \$1795  
Runs 2 Consecutive Days

Registrations can be completed online – [click here](#).

All of these offerings can be customized and conducted on-site.

# Program Descriptions

## DALE CARNEGIE COURSE: EFFECTIVE COMMUNICATIONS & HUMAN RELATIONS

6-Weeks

### STRICTLY BUSINESS: THE DALE CARNEGIE IMMERSION SEMINAR

3-Day

*Increase team engagement and  
reduce turnover by focusing on:*

- Strengthening Relationships
- Enhancing Self-Confidence
- Managing Worry and Stress
- Controlling Negativity
- Being More Dynamic
- Polishing Presentation Skills
- Communicating More Effectively
- Leading Growth and Change

### THE ART OF PUBLIC SPEAKING: MILLENNIAL BOOT CAMP

1-Day

### PUBLIC SPEAKING ESSENTIALS FOR EMERGING LEADERS

1-Day

*You will leave with an actionable  
framework to confidently present  
across all facets of your  
professional and personal life:*

- Share your ideas confidently and clearly at work
- Speak up and ask questions at meetings
- Introduce leadership to clients with poise
- Communicate value with impact
- Polish your toasting (or roasting) abilities at any personal function

**Ages: 21-35**

### DALE CARNEGIE SALES TRAINING: WINNING WITH RELATIONSHIP SELLING

3-Day

*Use relationship-oriented selling  
approaches to help create explosive  
sales growth:*

- Commit to a Relationship-Oriented Approach
- Build Confidence and Credibility
- Establish Profitable Connections that Expand Your Network
- Learn how Collaboration Leads to Commitment
- Create Value for Your Customers
- Communicate Your Value with Confidence and Ease
- Effectively Manage Hesitation
- Strengthen the Buyer Relationship

### HOW TO WIN FRIENDS & INFLUENCE PEOPLE IN BUSINESS

2-Day

*Build and maintain powerful and  
effective interpersonal business  
relationships:*

- Gain agreement and cooperation with others
- Inspire confidence and trust by establishing credibility
- Recognize your hot buttons
- Use listening skills to help others feel appreciated
- Maintain your composure under pressure
- Improve interpersonal relationships
- Change others' behavior by changing your reaction

### PUBLIC SPEAKING MASTERY

2-Day

*Tap into these techniques and achieve  
amazing results:*

- Research and understand your audience
- Organize your speech
- Know what not to include
- Hold attention
- Speak with confidence and clarity
- Use visual aids to perfect your timing
- Create emphasis with your voice
- Use gestures for impact
- Handle Q&A sessions

### HOW TO COMMUNICATE W/ DIPLOMACY & TACT

2-Day

*Know what to say and how to say it  
in any situation by:*

- Developing flexibility in your communication style
- Maintaining composure when criticized
- Keeping communication lines open by disagreeing agreeably
- Dealing assertively and diplomatically with difficult people

### HIGH IMPACT PRESENTATIONS

2-Day

*Be Memorable! Increase the impact  
of your presentation by:*

- Enhancing Presentation Skills
- Engaging & Effectively Assessing the Audience
- Creating a Positive First Impression
- Increasing Credibility
- Presenting Complex Information
- Motivating Others to Action

*(The HIP program consists of two trainers  
and is video-based coaching intensive)*

### LEADERSHIP TRAINING FOR MANAGERS

3-Day

*Turn Managers into results  
oriented leaders who will be:*

- Stronger Coaches
- Successful Delegators
- Better Problem Solvers
- Driving Innovation
- Improved Planners
- Effective Motivators
- Leading Productive Meetings
- Persuasive Communicators

### CONFIDENT, ASSERTIVE, IN CHARGE: DEVELOPING THE ATTITUDES OF LEADERSHIP

2-Day

*Start developing leadership skills  
that will help you get recognized:*

- Be assertive without appearing aggressive
- Increase your visibility
- Replace shyness with confidence
- Speak up, make your point and win support
- Handle tough situations with composure

