



intentionalachievements

MEASURABLE INTENTIONAL SUCCESS

Name: _____

Phone: _____

Here is a list of topics on which Intentional Achievements can speak, teach, train, and/or coach. Check the ones that you believe will have the most impact on yourself, team and/or organization.

Communications

- Avoid Misunderstanding and Conflict
- Become A Better Listener
- Speak Concisely and Precisely
- Organize Thoughts
- Speak To Persuade or Motivate to Action
- Selling Myself and My Ideas

Human Dynamics

- Self-Confidence/Self-Esteem
- Personal Vision/Mission
- Personal Goal Setting
- Stress Management
- Human Relations/ Interpersonal Skills
- Personal Organization/Time Management
- Improve Memory and Concentration
- Problem-Solving
- Change Management
- Personal/Professional Image
- Developing, Enhancing, Tapping, And Using Our Creativity

Presentations

- Overcoming Fear of An Audience
- Presentation Preparation
- Structure Of a Presentation
- Delivering An Effective and Motivational Presentation
- Using Technology for Effective Presentations
- Capturing Audience Attention
- Question And Answer Periods
- Confidence For Impromptu and Extemporaneous Presentations

Business Improvement

- Continuous Quality Improvement
- Employee Commitment & Productivity
- Waste/Cycle Time Reduction
- Culture Change
- Change Management
- Process/System Reengineering
- Employee Involvement/ Empowerment

Sales

- Pre-Approach and Follow-Up
- Developing Rapport, Trust, Credibility
- Four-Step Selling Process
- Understanding Needs Through Questioning and Listening
- Creating And Delivering Motivational Sales Presentations
- Identifying, Categorizing, And Handling Objections
- Developing The Right Balance Between Logic and Emotion
- Building Commitment
- Prospecting, Networking, Developing Champions, Account Development
- Personal And Territory Goal setting, Organization and Time Management
- Relationship Selling
- Telephone Skills

Customer Service

- Developing A Customer-Delight Mental Attitude
- Establishing Rapport and Relationship
- Establish Or Enhance Processes for Internal and External Customer Satisfaction
- Customer Delight Depends on Employee Delight
- Customer Loyalty Produces Profitability
- Handling Customer Complaints
- Determining Customer Needs, Interests, And Wants
- Turning Customer Service into Sales

Teamwork

- Understanding Team Dynamics
- Group Problem-Solving
- Measurable Results Through Teamwork
- Personality Profiling to Enhance Team Understanding, Communications and Performance
- Functional vs. Cross-Functional Teams

- Establishing A Team Culture
- Team Accountability and Rewards

Leadership and Management

- Transform From Manager to Leader
- Management Functions--Plan, Organize, Delegate, Structure, Direct, Coordinate, Etc.
- Leadership Functions--Vision, Inspiration, Human Relations, Communication
- Time Management
- Strategic Planning
- Business And Executive Coaching
- Establishing Corporate Culture
- Becoming A Learning Organization
- Vision, Mission, Goals, Objectives, Strategies, And Tactics
- Performance Appraisals
- Accountability
- Developing And Motivating Employee Commitment
- Delegating Vs. Empowerment

Intentional Living

- Definition Of Intentional
- Intention Vs. Reaction
- Cycle of Mastery
- Comfort Zone
- Intentional Decision Making
- Purpose-Decisive Life
- Purpose-Empowered Life
- Living a Values-based Life
- Priorities, Activities and Choices
- Right People in The Right Place
- Masterminding/Networking
- Inspirational Leadership
- Communication Scars/Filters
- Communication Decoding
- Communication Needs
- The Five I-Messages
- Listening Levels
- Emotional Intelligence
- Think Feel Act
- Courage/Fortitude
- Stress And Worry
- Nine Areas of Life
- Positive Self Talk

Which are the 4 most important topics?