



Comprehensive Empowerment

**10 small TIPS for a
more productive
life at work**

**TIP OF
THE WEEK**

BOOKLET 1

Agenda



Selling Benefits
Selling in Complex Environments
Reasonable Negotiation
Ethical Influence
Turning Conflicts into Agreements
Communicating with Impact
Wisdom of Emotions
Leadership Tools for Bosses
Standing out while Speaking Publicly
Making best use of Time & Priorities

Selling Benefits



2 ideas to deal with talkative people:

- * Close your questions to force a “yes” or a “no”
- * Propose choices to encourage small commitments

Selling in Complex Environments



1 idea to get to the decision maker:

* Be introduced by a recognised guru (industry, domain...)

Reasonable Negotiation



2 ideas to deal with “the good and the bad guy:

- * Do as if you did not notice the tactic and change topic
- * Denounce the tactic and ask for getting back to constructive discussions

Ethical Influence

1 idea to announce several bad news:

* Group them and announce them all at the same time



Turning Conflicts into Agreements

A man and a woman are shown from the chest up, facing each other in a dimly lit room. The man, on the left, has dark hair and is wearing a teal button-down shirt. The woman, on the right, has long brown hair and is wearing a dark top. They are both looking towards the other, creating a sense of connection or conflict. The background is a textured, light-colored wall.

1 idea to deal with stereotypes:

✱ Incorporate the stereotype in your discussion
“I know I am not technical. The fact is I think I have an idea that might work to solve this!”

Communicating with Impact



2 ideas to deal with an analytical profile:

- * Give the person the opportunity to use logic
- * Let the person time to decide

Wisdom of Emotions

Perceiving
Emotions

Understanding
Emotions

1 idea to increase self-awareness:

- * Get used to decode your emotions in everyday's situations and name them accurately

Managing
Emotions

Using
Emotions

Leadership Tools for Bosses



1 idea to help a person more delegate:

* Increase gradually the number of tasks assigned, wait for reaction and discuss alternatives

Standing out while Speaking Publicly



3 ideas to have an attentive audience:

- * Ask questions regularly
- * Assign roles (timekeeper, report...)
- * End-up chapters with a quizz

Making best Use of Time & Priorities



2 ideas to deal with interruptions:

- * Say “no” to the interruption and propose alternatives
- * Prioritise the interruption compared to your current tasks

More Information?



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Keep Intuition and Instinct - Add Structure and Strategy