

# Stand Out!

Professional development for young adults

## Is Stand Out for you?

If you are between ages 17-23 and can tick any of these boxes, the answer is **YES, Stand Out is for you.**

- ☐ I'm a school or uni student and unsure of what to do next
- ☐ I want a job to save for travel
- ☐ I want to take a gap year but need to earn an income
- ☐ I need to find work to pay off a student loan
- ☐ I want to start my career now
- ☐ I want to develop better relationships socially and at work
- ☐ I want to be more confident in myself and when with others
- ☐ I want to know what it takes to be successful at work

For more details or to secure your place, contact:  
Arlene Nicholson, Learning & Development Consultant

| [www.binspired.nz](http://www.binspired.nz) | [binspired.nz@gmail.com](mailto:binspired.nz@gmail.com) | 021 764 603

## Communication skills

**CERTIFICATE:** *Interpersonal Savvy*

Module 1

- Why communicating with others can go well or wrong
- Four communication styles that make conversations easy or difficult
- How to adapt your communication style and communicate well with anyone
- Confidence in putting your views forward and being assertive in any situation
- How to start and hold a conversation with good questioning and listening skills
- How to deal to conflict and the confidence to have a courageous conversation

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July

9am-4pm

## Personal effectiveness

**CERTIFICATE:** *Personal effectiveness*

Module 2

- Understand how your brain works and how to use it to your advantage
- Positive thinking habits to manage our harshest critic (ourselves)
- Strategies to deal with stress
- Key time management habits to help achieve what you want
- How to be a valuable team player and someone your boss wants to keep

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July

9am-4pm

## Personal branding

**CERTIFICATE:** *Customer Service*

Module 3

- How to create your personal brand
- How to write a compelling CV and cover letter so that employers will hire you
- Techniques and tips to sell yourself during an interview
- Customer service at its best
- How to stand out from the rest, be recognised, be promoted

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July

9am-4pm

