



SOARING TO SUCCESS

The best of our power
skills training, designed to
empower your people and
make them shine

Programs at a glance

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(in partnership with PerformanceWorks)
Empower your employees with in-role leadership skills and boost performance

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Motivate your people with clarity and creativity, and supercharge company culture

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03 High Stakes Negotiation
Arm yourself with the confidence and knowledge to win tough deals

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Present with passion and win over your prospective clients

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How to bring data alive to tell your story

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Improve working relationships and boost self-esteem

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“Voxtree developed customised communications training for my team of regional environmental, health & safety (EHS) professionals to hone our communications skillset, which is critical to the success of driving EHS performance and culture change in the organization. The training session was very engaging, and the individual coaching my team members received on the write-up they crafted was very valuable in showing how better looks like. In Amazon, we pride ourselves in raising the bar and Voxtree did a sterling job raising our communications bar!”

Leong Weng Fei
Senior EHS Manager – Asia Pacific
Amazon Corporate EHS



Give power to your people and watch them grow

We live in challenging times, so it pays to empower your people with the skills to excel. Power skills, as we like to call them, are no longer a nice-to-have. In today's competitive world, they play an essential part in success.

The *Soaring to Success* series from *Voxtree* aims to boost performance across the board. Whether it's leaders who need to improve staff relationships and retention, or professionals who want to outclass the competition, our training will make it happen.

When you commission our programs, you make a big investment in your people. But that investment will pay back dividends in the form of motivated staff, higher performance, and better productivity. Ultimately, this will all reflect in your company's bottom line and staff retention.

Each program is tailored and designed to appeal directly to every attendee. That way, your people become fully engaged in the learning and apply it successfully in the workplace.

How it works



Customised programs, always

We believe in delivering training that is highly relevant to everyone. As we customise your program, we consult your team to guarantee the content hits the spot.



Creating participant buy-in

We help you 'sell' the program to potential attendees and ensure line managers understand how to provide the right support.



Convenient course delivery

Programs can be delivered virtually, face-to-face or a mix of both. You can also choose to split up the program so attendees are not away from their day-to-day work for long periods.



Post-course plan

A training program is not a silver bullet. All attendees will need continued support internally to help them build on their learning and get regular feedback. We help you put a plan in place, so that training is more effective.

None of the above are optional extras. Everything is part of the service to ensure you get value for money.

Once you've had a look at our programs, get in touch to find out more.

01

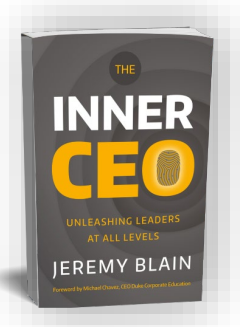
Unleash the Inner CEO

Empower your employees with in-role leadership skills and boost performance



In association with
PerformanceWorks  Performance Works

In an unpredictable and challenging world, organisations are moving towards agile ways of working. That's why talent at all levels needs empowering to contribute beyond their job description. Based on Jeremy Blain's best-selling book *The Inner CEO – Unleashing Leaders at all Levels*, this course helps your people operate as in-role leaders, harnessing their talents to help grow the whole business, supported by coaching-oriented line managers.







Who is it for?

Professionals at all levels who want to build leadership skills to boost performance in and beyond their current roles.

What you learn

We will clarify what leadership at all levels means and how other organisations define and drive empowerment across their businesses. And we focus on how individual contributors can unleash their 'inner CEO' in a structured, measurable, and supportive way; through the 4 Es Empowered Leadership model:

-  **ENVISION:** Clarify direction and a vision of exactly what you want to achieve. Align your vision with that of the company and understand how to put it into action with a strategic plan.
-  **ENGAGE:** Communicate your plan to inspire your team and win their trust, motivation, and collaboration. Maximise use of digital tools to support internal communications. Learn how to motivate others and get buy-in to your project, ideas or team challenges.
-  **EXECUTE:** Manage tasks and people to make your strategic plan happen. Learn how to overcome challenges and obstacles to deal with failure as well as success. Keep a positive, open mindset even when under pressure.
-  **EXCEL:** Learn how to take your skills to the next level and rise above mediocrity. Create a roadmap to build the skills you need and ensure you get the right support from your line manager.

Optional Extras

- Individual coaching
- 4 Es individual assessment
- Email and group coaching support from 'The Inner CEO' author Jeremy Blain

Duration

16 hours (2 days) **including breaks*

02

The Inspirational Leader

Motivate your people with clarity and creativity, and supercharge company culture



Modern, switched-on leaders understand perfectly how to interact and communicate with their people and create a vibrant company culture. Today's employees look to their leaders for inspiration, clarity, and empathy.

Yet many leaders lack the skills to really engage and empower their teams. And when talent has the upper hand, it can have serious consequences for the business.

This course will change the way you communicate with your staff and help you retain them. It will inspire you to build a positive company culture that people are invested in because they feel valued.

Understand what keeps talent loyal – and what makes them leave – so your workforce feels supported, instead of burned out and ready to walk. Discover how to craft a visionary speech to really fire up enthusiasm amongst your people. You can even adapt these skills when providing feedback or giving a keynote.

Who is it for?

Leaders who want to articulate their vision more effectively, while boosting motivation and retention among their workforce.

What you learn

- The psychology of motivation – understanding key motivators in a fluid talent market
- Case studies of vibrant company culture in action and how it is communicated
- How to re-invent your company culture and sell change to your team
- When and how to give constructive feedback to your people using emotional intelligence
- Study the most successful speeches by CEOs – what are the secret ingredients of success?
- Tell your story using classic structures that build your vision and engage
- How to employ creativity to win over your audience

Optional Extras

- Individual coaching
- Written feedback on writing development

Duration

16 hours (2 days) **including breaks*

03

High Stakes Negotiation

Arm yourself with the confidence and knowledge to win tough deals



High stakes deals need tough and effective negotiation skills. This course takes you beyond the basics and prepares you to take on the toughest of negotiations and negotiators.

Arm yourself with the right data, knowledge, and skills to win in any situation. Understand the psychology of power and how to use it to your advantage. Build resilience to deal with difficult questions under pressure and face down challenges with confidence.

Who is it for?

Managers who need to strengthen their negotiation skills to get more wins and favourable terms for their company. Participants will be constantly challenged, so it's not for the faint hearted!

What you learn

- How to prepare for a tough and challenging negotiation
- Understanding and leveraging your BATNA (Best Alternative To Negotiated Agreement)
- Using the psychology of influence to control the narrative
- The language of tough negotiation – how to say the right things at the right time
- Use voice and body language to command trust and respect
- Using creativity to deal with 'curve balls' and difficult questions under pressure
- Practice challenging negotiations

Optional Extras

- Individual coaching

Duration

16 hours (2 days) **including breaks*

04

Pitch to Perfection

Present with passion and win over your prospective clients



It's a competitive world out there, so your pitches need to fizz with energy and engage your audience at every step. You simply cannot afford to be boring and lacklustre.

Boost your chances of winning that deal with a presentation that engages your prospective client and persuades them to buy into your offering. From planning to designing to performing, this course takes you through the whole process of pitching a winning idea. And you'll build the confidence to carry the courage of your convictions, even under pressure.

Who is it for?

Any professional who needs to build confidence and skill when pitching to important prospects.

What you learn

- Understand the psychology of your audience, so that you can engage them effectively
- Structure your pitch to persuade, using storytelling techniques and the psychology of logical flow to make an impact
- Design visual supports (e.g., PowerPoints, props)
- Use emotional intelligence, body language and voice to keep your audience's attention and impress
- The key to overcoming your fears
- How to deal with difficult Q&A
- Practice and feedback

Optional Extras

- Individual coaching

Duration

16 hours (2 days) **including breaks*

05

Powerful Data Presentation

How to bring data alive to tell your story



Learn how to let your data tell the story, so that you engage your audience and make an impact. Too many data reports or presentations are dull and difficult to follow. But when you present your data using creative storytelling techniques, it's much easier for your audience to absorb.

In this course, you'll understand how to select the right data to support your message, presenting it in a way that will leave your audience with a deep understanding of your ideas and persuasive arguments. You'll also learn how to present your data physically or virtually in an engaging style.

Who is it for?

Professionals who need to build confidence and skills when pitching to important prospects.

What you learn

- Logical presentation structure – the Minto Pyramid
- Understanding your audience using the DISC profile
- Using storytelling techniques and emotional modulators (colour, language, design) to bring your data to life
- Persuading visually – maximising the data to ink ratio
- Framing, convention, and priming – how to make your presentation physically engaging
- Presentation practice and feedback

Optional Extras

- Individual coaching

Duration

16 hours (2 days) **including breaks*

06

Critical Communications

The key to controlling difficult conversations and preventing conflict



Difficult conversations, when emotions run high, are common in business. In this course, you will learn how to prepare for those difficult conversations, avoid conflict and ensure the best outcome for all parties. Understand how to stay calm, control emotions and move towards positive actions.

Who is it for?

Professionals who often deal with delicate matters or difficult clients in high stakes situations.

What you learn

- How to prepare for a high stakes conversation by choosing the right topic, approach and focused objective
- Setting the tone: being assertive but fair and inclusive
- Controlling your emotions under pressure and keeping safe
- Facts vs assertions; keeping it real and balanced
- Moving to positive action with a decisive outcome

Optional Extras

- Individual coaching

Duration

8 hours (1 day) **including breaks*

07

Write Remotely

How to get your message across clearly and concisely in the hybrid world



Whether you are using emails, messaging apps or other forms of digital communication, you need to be engaging and know how to get to the point. In this short program, learn how to make sure your written communications are clear and effective when working remotely.

Who is it for?

Any professional who works remotely and communicates digitally. Also useful for people who don't work remotely, too!

What you learn

- Communicating effectively in the digital world – understanding your remote audience and engaging them
- Planning your digital communications – how to get the structure right, get to the point and make an impact.
- Writing fast and concisely – making sure you get your message across quickly
- Digital body language – ensuring you convey the right tone and emotion in your messaging

Optional Extras

- Written feedback on writing assignments
- Individual coaching

Duration

8 hours (1 day) **including breaks*

Master the Art of Emotional Intelligence

Improve working relationships and boost self-esteem



Today's professionals often work in stressful or high impact situations. As such, they need to keep emotions in check and develop healthy, productive relationships with the people they work with. When people understand how to apply emotional intelligence to their professional relationships, they become happier and more effective, which also has a positive effect on others.

In this practical course, participants will discover what emotional intelligence is and how they can employ strategies to improve relationships and get the desired outcome when working with colleagues and clients.

Who is it for?

Leaders and other professionals who want to enjoy more effective relationships with others, reduce stress and improve performance.

What you learn

- What is Emotional Intelligence?
- Understanding yourself
- Understanding and empathising with others
- Recognising emotionally challenging situations
- Mastering interpersonal and intrapersonal intelligences
- Decision making under pressure
- The importance of self-care
- Action plan for further development

Optional Extras

- Individual coaching

Duration

8 hours (1 day) **including breaks*

Who is Voxtree?

Voxtree is an international consultancy – based in the UK and Malaysia – that helps businesses develop strong, effective and engaging communications.

For more information, visit our website: www.voxtree.com

Chief Trainer – Neil Stoneham

Neil Stoneham is the managing director of Voxtree – an international business consultancy that helps professionals communicate powerfully and persuasively in the global marketplace.

He has coached professionals in a variety of sectors, from embassies and auditing firms to hospitality and energy companies. Neil also delivers training courses in association with *British Chamber of Commerce* and frequently speaks at high-profile events. A specialist in Southeast Asia, Neil has advised managers and leaders on their global communication strategies in his native UK, Europe and throughout the APAC region.

Previously, he spent two years writing for the *Bangkok Post* and taught in two major international schools in Thailand, where he was head of the High School English department.



Let's talk

To discuss how any of these courses will benefit your business, contact Neil Stoneham at neil@voxtree.com or call **+60 17 426 9974**

VOXTREE
THINK, WRITE AND TALK GLOBAL