

SEHG IN-PERSON WORKSHOP SERIES

Interpersonal Skills

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Interpersonal Skills workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-CD-2866 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Interpersonal Skills

SYNERGY EDUCATION HOLDINGS GROUP · IN-PERSON WORKSHOP SERIES

About This Workshop

We’ve all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. Participants will identify ways of creating a powerful introduction, remembering names, and managing situations when you’ve forgotten someone’s name. The Interpersonal Skills course will help participants work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations. They will also identify the skills needed in starting a conversation, moving a conversation along, and progressing to higher levels of conversation.

Career Development course: Interpersonal Skills.

Workshop Objectives

- Understand the difference between hearing and listening
- Know some ways to improve the verbal skills of asking questions and communicating with power
- Understand what non-verbal communication is and how it can enhance interpersonal relationships
- Identify the skills needed in starting a conversation, moving a conversation along, and progressing to higher levels of conversation
- Identify ways of creating a powerful introduction, remembering names, and managing situations when you’ve forgotten someone’s name
- Understand how seeing the other side, building bridges and giving in without giving up can improve skills in influencing other people

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Interpersonal Skills course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

SYNERGY EDUCATION HOLDINGS GROUP

Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Interpersonal Skills

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group