

DEALING WITH DIFFICULT PEOPLE IN THE WORKPLACE TRAINING

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COURSE LENGTH: 1.0 DAYS

Imagine yourself resolving workplace conflicts in New Zealand without negativity or damage to feelings or personalities. In fact, picture yourself benefiting from confrontation because you can manage difficult people and situations in a positive manner. After attending the PD Training Dealing With Difficult People in the Workplace training course, you'll be prepared to do just that.

Learn key skills like how to discover the causes of conflict, how certain behaviours impact others, strategies to deal with difficult people appropriately, anger management, coping techniques and more.

Whether it's a conflict involving customers, staff or management, you'll be equipped with the tools and techniques to approach others, reach a resolution and prevent further problems. The training offers an opportunity to plan and practice your skills, so you feel empowered to handle any workplace conflict.

Attend a Dealing With Difficult People in the Workplace Training Class today, or have one of our professional trainers come to your workplace in Auckland, Wellington or Christchurch.

Contact us today for a [group quote](#) or register now into the next [public course date](#).

DEALING WITH DIFFICULT PEOPLE IN THE WORKPLACE TRAINING COURSE OUTLINE

FOREWORD

During the Dealing with Difficult People in the Workplace training course in New Zealand, participants learn how to approach difficult people and how to understand and influence them, so that a successful resolution can be achieved without negativity and emotional damage.

The course includes training in recognising attitudes and actions that impact others, using effective techniques to deal with difficult people, using tools to deal with anger, developing coping strategies, understanding motives and behaviours and more.

This is as much a personal development experience as a professional development exercise because the techniques you learn can be applied to all areas of your life.

OUTCOMES

After completing this course, participants will have learned to:

- ▶ See conflict as communication
- ▶ Benefit from a confrontation
- ▶ Prevent problems
- ▶ Get focussed
- ▶ How to deal with your own and other peoples anger
- ▶ Deal with problems
- ▶ Understand and use the three step conflict resolution model
- ▶ Change yourself depending on the situation
- ▶ Understand people's behaviours and motives
- ▶ De-stress when things get ugly
- ▶ Identify causes of difficult behaviour
- ▶ Counter negativity with positivity
- ▶ Discuss problems in groups
- ▶ Use assertive anger
- ▶ Plan and practice to handle difficult situations successfully

MODULES

Lesson 1: The Three Ds

- ▶ Welcome
- ▶ What do we find challenging about others?
- ▶ Diversity, Divergence and Division
- ▶ The Relationship Spectrum
- ▶ Reflection

Lesson 2: It all starts with me

- ▶ My Profile
- ▶ My Response
- ▶ Reflection

Lesson 3: Communication is Key

- ▶ Dealing with Passive and Aggressive Behaviour
- ▶ Responding Assertively
- ▶ Reflection

Lesson 4: Dealing with Particular Behaviours

- ▶ Bullies
- ▶ Discrimination
- ▶ Gossips
- ▶ Dealing with Particular Types of Behaviour
- ▶ Reflection

Lesson 5: Reasonable and Unreasonable Managers

- ▶ Reasonable Management Action
- ▶ Emotional Intelligence and Difficult Managers
- ▶ Reflection

Lesson 6: Self-Preservation

- ▶ Monitoring signs of stress
- ▶ Allies and Mentors
- ▶ Tips for Dealing with Challenging People
- ▶ Reflection

Lesson 7: Reflections

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)