



REQUISITE BUSINESS SKILLS

International Business Leadership Internship

Instruction Module

Program is comprised of 6 phases, with each phase covering an average of 8 weeks in length. Instruction is approximately 1 hour in length, 5 days per week for a period of approximately 12 months.

Daily instruction includes 30 minutes of lecture, 15 minutes of oral group work, and 15 minutes of individual written work.

Phase One

Units 1 & 2

Personal Development: *Personal Mission Statements: Setting Achievable Goals*

- Identifying true needs
- Developing financial, educational, vocational, and personal goals
- How to create an effective mission statement
- Using your mission statement

Business Communication: *Determining Quality Prospects*

- Prospecting through demographics
- Determining the quality of prospects through questioning and visual cues
- Effective time management while prospecting
- How to identify the decision maker

Soft Skills Development: *Self-Management I*

- Self-assessment: consistently logging your results
- Self-awareness: monitoring your attitude
- Self-marketing: communicating confidence
- Self-commitment: foundation for personal achievement

Linguistic Development

- Reference skills
- Parts of speech
- Sentences: elements, patterns, types

Cross-Cultural Competence

- Developing approaches to culture
- Understanding our cultural perceptions
- Formulation of cultural identities

Phase Two

Units 3 & 4

Personal Development: *Discovering Personal Strengths and Weaknesses*

- Statistical performance evaluation
- Discovering positive and negative performance patterns
- Correlating behavior to performance patterns
- Identifying the core beliefs of personal behavior
- Changing core beliefs to alter behavior and performance patterns

Business Communication: *Language Mirroring & Buying Profiles*

- Creating trust and confidence through language mirroring
- Fostering further trust by Listening effectively to responses
- The Commander Buying Profile: control arguments
- The Thinker Buying Profile: logical arguments
- The Visualizer Buying Profile: linguistic imagery

Soft Skills Development: *Self Management II*

- Self Discipline
- Stress Resistance
- Compensation Strategies
- Learning Willingness
- Decision Making

Linguistic Development

- Nouns
- Possessive & Personal Pronouns
- Pronouns & Antecedents

Cross-Cultural Competence

- Distinguishing cultural values
- Communicating between cultures
- History & Culture

Phase Three

Units 5 & 6

Personal Development: *Negotiation Skills*

- Your goals and expectations
- Authoritative standards and norms
- Understanding roles and relationships
- The Other Party's Interests
- Leverage

Business Communication: *Persuasive Behaviors to Influence Others I*

- The necessity of reciprocation
- Demonstrating commitment and consistency
- The law of scarcity: separating yourself from your peers
- The role of likability: non-verbal cues of response
- The importance of author: becoming credible

Soft Skills Development: *Effective Communication*

- Empathic listening skills: demonstrating concern
- Interviewing skills: asking leading questions
- Delegating skills: helping others understand the common goal
- Presentation skills: maintaining interest

Linguistic Development

- Persuasive verbs
- Verbs: kinds, voices, moods, verbals
- Verb tenses and parts

Cross-Cultural Competence

- Symbolism & Culture
- Hierarchical Order & Culture in context
- Assimilation & Dissimilation

Phase Four

Units 7 & 8

Personal Development: *Overcoming Discouragement*

- Identifying underlying fears
- Understanding the fear/ faith dichotomy
- Extrapolation of worst case scenario vs. desired outcome
- Evaluating personal risk
- Plotting steps to achievement

Business Communication: *Persuasive Behaviors to Influence Others II*

- Understanding and communicating your company's strengths
- Ethically and effectively illustrating product advantages over competitors
- The power of agreement
- Opening statements that create need
- Closing statements that offer solutions to needs

Soft Skills Development: *Organizational Skills*

- Problem solving
- Systems thinking
- Troubleshooting
- Streamlining tasks

Linguistic Development

- Verbs and Subject Agreement
- Verbal Adverbs
- Verbal Imperatives

Cross-Cultural Competence

- Culturally appropriate listening and responding techniques
- Understanding the nature of diversity
- Societal Models

Phase Five

Units 9 & 10

Personal Development: *Maintaining Healthy Internal Dialogue*

- Discovering the beliefs we reinforce to ourselves
- Distinguishing healthy vs. unhealthy internal dialogue
- Remediating unhealthy internal dialogue
- Aversion Compensation: Over-complicating simple matters
- Misallocation of blame: shifting responsibility and victimization

Business Communication: *Primary Focus: The Best Interests of Your Clients*

- Identifying the primary needs of your clients
- Generating interest with needs-based dialogue
- Communicating your understanding of their needs
- Tailoring your presentation to address clients' requirements
- Overcoming objections: Client-focused solutions

Soft Skills Development: *Interpersonal Skills Development I*

- Successfully managing conflict
- Fostering co-operation in a group environment
- Diversity tolerance
- Business Etiquette

Linguistic Development

- Modifiers: Adjectives & Adverbs
- Prepositions
- Conjunctions

Cross-Cultural Competence

- Showing cultural appreciation and respect
- Cultural Migration
- Law & Culture

Phase Six

Units 11 & 12

Personal Development: *Personal Integrity*

- The necessity of integrity in the workplace
- The codependence of commitment between parties
- The proportional relationship of commitment and achievement
- Creating checks and balances to dissuade dishonest practices
- Reflecting standards of integrity in conduct

Business Communication: *Presentation Skills*

- Introducing presentation points through effective questions
- Knowing your audience
- Maintaining interest by interactive communication
- Assuming a positive outcome
- Effective networking

Soft Skills Development: *Interpersonal Skills Development II*

- Interlocutor orientation: managing the flow of conversation
- Teamwork willingness
- Group-based productive contribution
- Showing consideration for others' opinions and suggestions
- Effectively handling criticism

Linguistic Development

- Punctuation: Commas
- Punctuation: Semi-colons & Colons
- Other punctuation

Cross-Cultural Competence

- Progression of ethnocentrism
- Cultural tolerance
- Challenges facing multi-cultural societies