



CORPORATE TRAINING

Overview

Soft skills are increasingly becoming the hard skills of today's work force. It's just not enough to be highly trained in technical skills, without developing the softer, interpersonal and relationship-building skills that help people to communicate and collaborate effectively. These people skills are more critical than ever as organizations struggle to find meaningful ways to remain competitive and be productive. Teamwork, leadership, and communication are underpinned by soft skills development. Since each is an essential element for organizational and personal success, developing these skills is very important and does matter... a lot!

Course Details

Personality Development
Public Speaking
Report Writing Skills
Office Administration
Body Language
Time Management
Management & Leadership
Professional Grooming
Negotiation Skills
Conflict Management
Presentation Skills
Supervisory Skills
Administrative Accounting
Business Communication
Computer Applications I
General Office Skills
Computer Applications II
Presentation Skills
Typing Skill



Career Opportunities

Administrative Assistant
Executive Secretary
Front Office Executive