



## Soft Skills Training for Middle Managers

NATIONALLY RECOGNISED & INTERNATIONALLY ACCREDITED

### OVERVIEW

Soft skills, or interpersonal skills, relate to employees' ability to get along well with others, social graces and communication abilities. Soft skills training for managers and employees is vital to successful collaboration in the workplace.

# METHODOLOGY

Well-balanced theoretical and practical methodology, which includes interactive discussions, case studies, interactive activities/exercises and assignments to understand the concepts and their applicability

## WHAT YOU WILL LEARN

1. Effective negotiation
2. Effective handling of conflicts
3. Effective Teamwork.
4. Effective Communication Skills / Listening skills
5. Flexibility/Adaptability
6. Problem solving & decision-making
7. Interpersonal Skills / Assertiveness
8. Effective Work Ethic
9. Effective motivation
10. Time management

## FEE

**USD1,099/ per person**

### Group Discount:

- 2-4 pax : 2.5%
- 5-7 pax : 5%
- 8-10 pax : 10%
- 11-13 pax : 15%
- 14-16 pax : 20%
- **\*\*\*All prices are VAT inclusive.**

### Fee Includes:

- 2-Day Training
- Nationally Recognized and Internationally Accredited Certificate of Completion
- Module Notes and Stationary
- Tea/Coffee Breaks
- Working Lunches

**\*Note:** all other expenses are to be borne by participants.

Each module focuses on clear objectives and skill demonstrations that can be easily linked to real life instances.