

# BUSINESS SKILLS COURSES

| <b>Business Skills</b> |                                    |     |                                      |
|------------------------|------------------------------------|-----|--------------------------------------|
| 1.                     | Administrative Skills              | 27. | Emotional Intelligence               |
| 2.                     | Anger Management                   | 28. | Employee Motivation                  |
| 3.                     | Assertiveness and Self Confidence  | 29. | Entrepreneurship                     |
| 4.                     | Body Language Basics               | 30. | Event Planning                       |
| 5.                     | Business Ethics                    | 31. | Facilitation Skills                  |
| 6.                     | Business Etiquettes                | 32. | Generation Gaps                      |
| 7.                     | Business Succession Planning       | 33. | Goal Setting and Getting Things Done |
| 8.                     | Business Writing                   | 34. | Handling a Difficult Customer        |
| 9.                     | Change Management                  | 35. | Media And Public Relations           |
| 10.                    | Coaching And Mentoring             | 36. | Meeting Management                   |
| 11.                    | Collaborative Business Writing     | 37. | Motivating the Sales Team            |
| 12.                    | Communication Strategies           | 38. | Negotiation Skills                   |
| 13.                    | Conducting Annual Employee Reviews | 39. | Organizational Skills                |
| 14.                    | Conflict Resolution                | 40. | Performance Management               |
| 15.                    | Contract Management                | 41. | Personal Branding                    |
| 16.                    | Creating a Great Webinar           | 42. | Personal Productivity                |
| 17.                    | Creative Problem Solving           | 43. | Presentation Skills                  |
| 18.                    | Critical Thinking                  | 44. | Public Speaking                      |
| 19.                    | Customer Service                   | 45. | Stress Management                    |
| 20.                    | Developing Corporate Behavior      | 46. | Strategic Marketing Planning         |
| 21.                    | Developing Creativity              | 47. | Supply Chain Management              |
| 22.                    | Developing New Managers            | 48. | Train-The-Trainer                    |
| 23.                    | Talent Management                  | 49. | Work-Life Balance                    |
| 24.                    | Team Building For Managers         | 50. | Leadership Skills                    |
| 25.                    | Teamwork And Team Building         | 51. | Technical Report Writing             |
| 26.                    | Telephone Etiquettes               | 52. | Time Management                      |