



This course is designed for corporate teams and employees who wish to enhance their professional and interpersonal skills. It is ideal for organizations looking to develop their staff's communication, teamwork, and problem-solving abilities, thereby improving overall workplace efficiency and employee engagement.

#### **ENTRY REQUIREMENT:**

Open to all employees and corporate teams interested in soft skills development. No specific educational qualifications are required.

#### **COURSE OVERVIEW:**

This corporate training program focuses on essential soft skills that improve both personal and professional interactions within the workplace. Participants will learn effective communication techniques, time management, teamwork, and problem-solving skills. Through interactive sessions, role-playing, and group discussions, team members will gain practical skills that can be immediately applied to enhance workplace dynamics, build strong professional relationships, and present themselves effectively.

#### COURSE FEE INCLUSIVE OF GST:

Rs.5,000/-

# **COURSE DURATION:**

3 hours

# COURSE CONTENT:

Business ethics Conflict resolution skills Critical thinking Creative problem solving skills Customer handling skills Leadership skills Stress management Time management Multitasking Realizing Potential Assertiveness **Building Bridges** Relationship Management Listening Skills Workplace Etiquette Working as a team Communication Personal Grooming **Presentation Skills** Telephone and E-mail Etiquette Work Life Balance Art of Parenting

\*\* Could choose any of the above topic



English & Tamil

#### **TEACHING METHODOLOGY:**

In - Person

#### LEARNING ENVIRONMENT:

In Person

# **QUALIFICATION OR EXPERIENCE OF FACILITATORS:**

Experienced trainers with expertise in soft skills and professional development

#### **KEY PERSON IN CHARGE:**

Ms. Maria Fastina Aristide

#### **CLASS SIZE:**

25 paxs

#### **FACILITATOR/LEARNER RATIO:**

1:25

# **COURSE ATTENDANCE:**

75%

# ASSESSMENT ADVICE:

Evaluation through practical activities, group discussions, and role-playing exercises

## CONTACT US:

Call: (+91) 95666 16817 enquiry@rmskytech.com

# **CERTIFICATION:**

Certification provided upon successful completion

#### **COURSE VENUE:**

No.16, 1st Cross Street, Anna Nagar, Puducherry - 605005 (Near IG Square)

# **WE ALWAYS**







Call: 0413 - 2252 517

www.rmskytech.com

enquiry@rmskytech.com

#### TRAINING FEATURES

TAILORED COURSE CONTENT | FLEXIBLE CLASS TIMINGS | ONLINE CLASSES STEP BY STEP | WEEKEND CLASSES | INTERACTIVE | LIVE DEMO and many more.

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VER 1.01 REV 01 EFFECTIVE DATE: 01 NOV 2024

