

EBI Training Tracks

Developing Personal Skills Program

Description

Managing yourself and managing others during times of internal company conflict, stress or personal difficulties calls for very special skills. One has to remain rock steady as a manager while bringing into play the finely honed capabilities of a social worker, counselor and arbitrator all rolled into one. Our short courses in personal skills have been developed to help understand the fundamentals of these disciplines and thereby enhance your managerial strengths

Duration: 16 Days

Prerequisites:

None

Who Would Benefit:

Aimed to people seeking professional development to enhance their performance and contribution in the workplace

Courses Included:

- Effective Communication skills
- Effective Presentation Skills
- Problem Solving and Decision Making
- Effective Time Management
- Stress Management
- Effective Business Writing