



LIST OF SOFT SKILL TRAINING TOPICS

Sr. No.	Topics
1.	Absence Management
2.	Appraisals
3.	Assertiveness Skills
4.	Balanced Scorecard
5.	Business Communication
6.	Business Process Management
7.	Change Management
8.	Coaching Skill For Managers
9.	Coaching & Mentoring
10.	Communication Skills
11.	Communication & Interpersonal Skills
12.	Conference Calls
13.	Confidence Building
14.	Conflict Management
15.	Consulting Skills
16.	Customer Relationship Management
17.	Customer Service Excellence
18.	Decision Making
19.	Delegation & Time Management
20.	Demand Management & Planning
21.	Direct Email Marketing
22.	Effective Meetings
23.	Facilitation Skills
24.	Human Resources
25.	Innovation And Creativity
26.	Interviewing Techniques
27.	IT Project Management
28.	Key Management Skills
29.	Leadership Skills
30.	Life Coaching
31.	Listening Skill
32.	Managing Diversity
33.	Marketing
34.	Minute Taking
35.	Negotiation Skills
36.	New Managers
37.	People Management



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38.	Performance Management
39.	Personal Effectiveness
40.	Presentation Skills
41.	Project Management
42.	Quality Management
43.	Receptionist Skills
44.	Recruitment And Selection
45.	Self & Career Development
46.	Staff Motivation
47.	Strategy Planning Into Action
48.	Stress Management
49.	Successful Client Relationships
50.	Team Building
51.	Team Leadership
52.	Telephone Sales
53.	Telephone Skills
54.	The Seven Habits of Highly Effective People
55.	Time Management
56.	Training Needs Analysis
57.	Train The Trainer
58.	Train The IT Trainer
59.	Voice Coaching
60.	Writing Business Plans
61.	Writing Professional Reports

Note: Duration of training will be based on customer requirement.

We can also design special trainings as per the customer's requirement.