



## SOFT SKILLS TRAINING

### E-Learning

These courses are available at <http://www.professionalglobaletiquette.com/>

1. 10 Soft Skills You Need
2. Appreciative Inquiry
3. Engaging Communication Strategies
4. Creative Problem Solving
5. Critical Thinking
6. Teamwork and Team Building
7. Time Management

### Online and Onsite Training

These courses are available for both online webinars and instructor-led training at your chosen location. Contact us for more information and scheduling.

<b>Course #</b>	<b>Course Title</b>
1	10 Soft Skills You Need
2	Administrative Office Procedures
3	Administrative Support
4	Anger Management
5	Appreciative Inquiry
6	Assertiveness And Self-Confidence
7	Attention Management
8	Basic Bookkeeping
9	Being A Likeable Boss
10	Body Language Basics
11	Budgets And Financial Reports
12	Business Acumen
13	Business Ethics
14	Business Etiquette
15	Business Succession Planning
16	Business Writing
17	Call Center Training
18	Change Management
19	Civility In The Workplace
20	Coaching and Mentoring

<b>Course #</b>	<b>Course Title</b>
21	Collaborative Business Writing
22	Communication Strategies
23	Conflict Resolution
24	Creating A Great Webinar
25	Creative Problem Solving
26	Critical Thinking
27	Customer Service
28	Delivering Constructive Criticism
29	Developing a Lunch and Learn
30	Developing Corporate Behavior
31	Developing Creativity
32	Developing New Managers
33	Digital Citizenship
34	Emotional Intelligence
35	Employee Motivation
36	Employee Onboarding
37	Employee Recognition
38	Employee Recruitment
39	Entrepreneurship
40	Event Planning
41	Executive and Personal Assistants
42	Facilitation Skills
43	Generation Gaps
44	Goal Setting and Getting Things Done
45	Handling a Difficult Customer
46	Health and Wellness at Work
47	Hiring Strategies
48	Human Resource Management
49	Improving Mindfulness
50	Improving Self-Awareness
51	Increasing Your Happiness
52	Internet Marketing Fundamentals
53	Interpersonal Skills
54	Job Search Skills
55	Knowledge Management
56	Leadership And Influence
57	Lean Process And Six Sigma
58	Manager Management
59	Managing Workplace Anxiety
60	Marketing Basics
61	Measuring Results From Training
62	Media And Public Relations
63	Meeting Management

<b>Course #</b>	<b>Course Title</b>
64	Middle Manager
65	Millennial Onboarding
66	mLearning Essentials
67	Motivating Your Sales Team
68	Negotiation Skills
69	Networking Within The Company
70	Office Politics For Managers
71	Organizational Skills
72	Overcoming Sales Objections
73	Performance Management
74	Personal Branding
75	Personal Productivity
76	Presentation Skills
77	Project Management
78	Proposal Writing
79	Prospecting and Lead Generation
80	Public Speaking
81	Risk Assessment and Management
82	Safety In The Workplace
83	Sales Fundamentals
84	Social Intelligence
85	Social Intelligence
86	Social Media In The Workplace
87	Stress Management
88	Supervising Others
89	Supply Chain Management
90	Talent Management
91	Team Building For Managers
92	Teamwork And Team Building
93	Telephone Etiquette
94	Telework and Telecommuting
95	Time Management
96	Trade Show Staff Training
97	Train-The-Trainer
98	Virtual Team Building And Management
99	Women in Leadership
100	Work-life Balance
101.	Workplace diversity
102.	Workplace Harrassment
103.	Workplace Violence