Soft Skills Training

Soft skills refer to the cluster of personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees. Soft skills complement hard skills, which are the technical requirements of a job.

Course Objective:

The objectives of the Soft Skills Training are to give each participant a realistic perspective of work and work expectations, to help formulate problem-solving skills, to guide students in making appropriate and responsible decisions, to create a desire to fulfill individual goals, and to educate students about unproductive thinking, self-defeating emotional impulses, and self- defeating behaviors.

Course Audience:

- Working Professionals
- Students
- HR Professionals and Recruitment, Education & Training Manager
- Business Owners

Course Prerequisites:

Desire to learn essential career soft skills

Business Etiquettes:

- Forms of Greetings
- The Art of Dressing
- Dining Etiquettes
- Personal Grooming
- Business Card
- Relationship with superiors & Peers
- Making appointments
- Handshakes
- Receiving guests/ being guest

Communication Skills:

- Facilitation
- Interactive Presentation

Email Etiquettes :

- Addressing/Greeting
- Body
- Conclusions
- Do’s & Don’ts

Probits

Problem Identification and Importance of Problem Solving:

- What is a Problem?
- Importance of Problem Solving.
- 8 Steps to Problem-solving

Problem solving methods:

- SCAMPER
- POWER MODEL
- Six Prompt question
- Root cause analysis

Time management :

- Time Management – Concept and meaning
- Its importance
- How we can manage Time
- Managing time
- 4 quadrants

Goal Setting & Goal Achieving:

- SMART Goal setting – short term and long term
- Set priorities and manage your time
- Resource Utilization
- Creating deadlines and make them work
- Putting your goals and plans in action
- Avoiding distracters
- Managing priorities, effectively balancing urgent

Probits

Result Orientation, Process, Four Elements of Achieving desired Results:

- Process of Result Orientation
- Set The Target Goals
- Translating Corporate goals
- Result Oriented
- Implementation and Self Steering
- Proactiveness
- Understanding First before being Understood