

Soft Skill Programs

Business Acumen

- Personal Brand
- Business Etiquette
- Dining Etiquette and Protocol
- Developing Your Executive Presence
- Dress for Success
- Networking for Success
- The Power of Giving Back
- Blending a Multigenerational Workplace

Communications

- Public Speaking
- Nonverbal Communications
- Conscious Listening
- Business Writing
- Assertive Communications
- Influence and Persuasion
- Decisiveness
- Negotiating for Results
- The Power of a Positive No

Emotional Intelligence

- Emotional Intelligence
- Managing Difficult Conversations
- Giving Effective Feedback
- Change and How to Deal with It
- Building Self-esteem
- Problem Solving
- Diversity and Inclusion
- Leadership Competencies

Time Management

- Effective Meetings
- Art of Delegating
- Managing Pressure and Maintaining Balance
- Self-care

Topics can be combined into a training program and are customized to meet your business needs.