

# Soft Skill Programs

## Business Acumen

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

## Communications

- Public Speaking
- Nonverbal Communications
- Conscious Listening
- Business Writing
- Assertive Communications
- Influence and Persuasion
- Team Building
- 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
- Developing Self-confidence
- Problem Solving
- Diversity and Inclusion
- Leadership Competencies

## Time Management

- Effective Meetings
- The Art of Delegating
- Managing Pressure and Maintaining Balance
- Self-care & Business Success

**Topics can be combined and are customized to meet your business needs.**