

LIST OF SOFT SKILLS COURSES OFFERED IN COOPERATION WITH VELSOFT, THE LEADING PROVIDER OF CUSTOMIZED TRAINING COURSES:

- Accounting Skills for New Supervisors (Two Days)
- Active Listening (One Day)
- Advanced Project Management (One Day)
- Advanced Skills for the Practical Trainer (Three Days)
- Advanced Writing Skills (One Day)
- Anger Management - Understanding Anger (One Day)
- Appreciative Inquiry (One Day)
- Balanced Scorecard Basics (One Day)
- Basic Business Management - Boot Camp for Business Owners (Three Days)
- Basic Internet Marketing (One Day)
- Body Language: Reading Body Language as a Sales Tool (One Day)
- Branding: Creating and Managing Your Corporate Brand (Two Days)
- Budgets and Managing Money (Two Days)
- Building Better Teams (One Day)
- Building Relationships for Success in Sales (One Day)
- Building Your Self Esteem and Assertiveness Skills (One Day)
- Building a Brand on Social Media (One Day)
- Building a Consulting Business (One Day)
- Building an Online Business (One Day)
- Bullying in the Workplace (One Day)
- Business Ethics for the Office (Two Days)
- Business Etiquette - Gaining That Extra Edge (One Day)
- Business Leadership - Becoming Management Material (Three Days)
- Business Process Management (Two Days)
- Business Succession Planning - Developing and Maintaining a Succession Plan (One Day)
- Business Writing That Works (Two Days)
- CRM - An Introduction to Customer Relationship Management (Three Days)
- Call Center Training - Sales and Customer Service Training for Call Center Agents (One Day)
- Change Management - Change and How to Deal With It (One Day)
- Coaching and Mentoring (One Day)
- Communication Strategies (Two Days)
- Communications for Small Business Owners (Two Days)
- Conducting Accurate Internet Research (One Day)
- Conducting Effective Performance Reviews (Three Days)
- Conference and Event Management (Two Days)
- Conflict Resolution - Dealing With Difficult People (One Day)
- Conflict Resolution - Getting Along In The Workplace (Two Days)
- Conquering Your Fear of Speaking in Public (One Day)
- Creating a Dynamite Job Portfolio (One Day)
- Creating a Google AdWords Campaign (One Day)
- Creating a Top-Notch Talent Management Program (Two Days)
- Creative Thinking and Innovation (Two Days)
- Crisis Management (Two Days)
- Critical Thinking (Two Days)
- Customer Service Training - Critical Elements of Customer Service (One Day)
- Customer Service Training - Managing Customer Service (One Day)
- Delegation - The Art Of Delegating Effectively (One Day)
- Developing Your Executive Presence (One Day)
- Developing Your Training Program (Two Days)
- Disability Awareness - Working with People with Disabilities (Two Days)
- Diversity Training - Celebrating Diversity in the Workplace (One Day)
- Dynamite Sales Presentations (One Day)

- E-Commerce Management (Two Days)
- Effective Planning and Scheduling (Two Days)
- Emotional Intelligence (One Day)
- Employee Accountability (One Day)
- Employee Dispute Resolution - Mediation through Peer Review (One Day)
- Encouraging Sustainability and Social Responsibility in Business (One Day)
- Entrepreneurship 101 (Three Days)
- Facilitation Skills (Two Day)
- Generation Gap - Closing the Generation Gap in the Workplace (One Day)
- Getting Stuff Done - Personal Development Boot Camp (Two Days)
- Getting Your Job Search Started (One Day)
- Giving Effective Feedback (One Day)
- Global Business Strategies (Three Days)
- Goal Setting (One Day)
- High Reliability Organizations (One Day)
- Hiring for Success - Behavioral Interviewing Techniques (Two Days)
- Human Resources Training - HR for the Non-HR Manager (Three Days)
- Influence and Persuasion (One Day)
- Intermediate Project Management (One Day)
- Intrapreneurship (One Day)
- Introduction to Neuro Linguistic Programming (One Day)
- Inventory Management - The Nuts and Bolts (One Day)
- Kickstarting Your Business with Crowdsourcing (One Day)
- Knowledge Management (Two Days)
- Leadership Skills for Supervisors - Communication, Coaching, and Conflict (One Day)
- Lean Process Improvement (Two Days)
- Logistics and Supply Chain Management (Two Day)
- Making Training Stick (One Day)
- Managing Across Cultures (One Day)
- Managing Difficult Conversations (One Day)
- Managing Pressure and Maintaining Balance (One Day)
- Managing the Virtual Workplace (One Day)
- Marketing and Sales (One Day)
- Marketing for Small Businesses (Two Days)
- Marketing with Social Media (Two Days)
- Mastering the Interview (One Day)
- Meeting Management - The Art of Making Meetings Work (One Day)
- Motivation Training - Motivating Your Workforce (One Day)
- NLP Tools for Real Life (One Day)
- Negotiating for Results (Two Days)
- Networking for Success (Two Days)
- Onboarding - The Essential Rules for a Successful Onboarding Program (Two Days)
- Orientation Handbook - Getting Employees Off to a Good Start (Two Days)
- Overcoming Objections to Nail the Sale (One Day)
- Performance Management - Managing Employee Performance (One Day)
- Personal Brand: Maximizing Personal Impact (Two Days)
- Problem Solving & Decision Making (Two Days)
- Process Improvement with Gap Analysis (One Day)
- Project Management Fundamentals (One Day)
- Project Management Training - Understanding Project Management (Three Days)
- Prospecting for Leads like a Pro (One Day)
- Public Relations Boot Camp (Two Days)
- Public Speaking - Presentation Survival School (Two Days)
- Public Speaking - Speaking Under Pressure (Two Days)
- Purchasing and Procurement Basics (Two Days)
- Research Skills (One Day)
- Risk Management (One Day)
- Safety in the Workplace (One Day)
- Self-Leadership (One Day)
- Selling Smarter (One Day)
- Skills for the Administrative Assistant (Two Days)
- Strategic Planning (Two Days)
- Stress Management (One Day)
- Survival Skills for the New Trainer (One Day)
- Team Building - Developing High Performance Teams (Three Days)
- Telemarketing - Using the Telephone as a Sales Tool (One Day)
- The ABCs of Supervising Others (Two Days)
- The Minute Taker's Workshop (One Day)
- The Practical Trainer (Three Days)
- The Professional Supervisor (Three Days)
- Time Management - Get Organized for Peak Performance (One Day)
- Tough Topics: Talking to Employees about Personal Hygiene (One Day)
- Using Activities to Make Training Fun (One Day)
- Working Smarter - Using Technology to your Advantage (One Day)
- Workplace Ergonomics: Injury Prevention Through Ergonomics (Two Days)
- Workplace Harassment - What It is and What to Do About It (Two Days)
- Workplace Violence - How to Manage Anger and Violence in the Workplace (Two Days)
- Workplace Wellness (Two Days)
- Writing Reports and Proposals (Two Days)
- Writing a Business Plan (One Day)
- Writing for the Web (One Day)

For more information, please contact us at:

Tel: +962-6-5100900

Email: info@tag-academy.com