



STALWART LEARNING
commit today!

Soft Skills COURSES LIST

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SOFT SKILLS COURSES LIST

Business Skills

- Business Ethics
 - Business Etiquette
 - Business Succession Planning
 - Change Management
 - Customer Service
 - Meeting Management
 - Overcoming Sales Objections
 - Safety In The Workplace
 - Sales Fundamentals
 - Client relationship management
 - Supply Chain Management
 - Stakeholders management
 - Business storytelling
 - Networking Skills
 - Design Thinking
 - Instructional Design
 - Technical White Board
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Communication Skills

- Body Language Basics
 - Business Writing
 - Communication Strategies
 - Email Etiquette
 - Internet Marketing Fundamentals
 - Marketing Basics
 - Media And Public Relations
 - Presentation Skills
 - Proposal Writing
 - Social Intelligence
 - Social Media In The Workplace
 - Conference Call and Telephonic
 - Conversation Skills
 - Interpersonal Communication Skills
 - Listening skills
 - Assertive Communication
 - Accent Neutralization
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Conflict Management Skills

- Anger Management
- Civility In The Workplace
- Conflict Resolution
- Workplace Harassment
- Six Thinking Hat

SOFT SKILLS COURSES LIST

Human Resource Skills

- Employee Onboarding
 - Employee Recruitment
 - Generation Gaps
 - Hiring Strategies
 - Interviewing Skills
 - Human Resource Management
 - Managing Workplace Anxiety
 - Talent Management
 - Behavioral Event Interviewing
 - Telework And Telecommuting
 - Train-The-Trainer
 - Virtual Team Building And Management
 - Workplace Diversity
 - Performance Management
 - Campus to Corporate Orientation
 - Competency Assessments
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Interoffice Relationship Skills

- Appreciative Inquiry
 - Assertiveness And Self-Confidence
 - Delivering Constructive Criticism
 - Emotional Intelligence
 - Interpersonal Skills
 - Cross Cultural Sensitivity - General
 - Women Empowerment
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Leadership Skills

- Facilitation Skills
 - Leadership And Influence
 - First Managers
 - Teamwork And Team Building
 - Manager Management
 - Leading Highly Successful Teams
 - Seven Habits of Highly Effective people
 - People Management Skills
 - Influencing Skills
 - Delegation Skills
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Middle Management Skills

- Middle Management
- Office Politics For Managers
- Supervising Others
- Providing Feedback
- Coaching And Mentoring
- Employee Motivation

SOFT SKILLS COURSES LIST

Personal Improvement Skill

- Personal Productivity
 - Stress Management
 - Analytical Thinking
 - Work-Life Balance
 - Personal Branding
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Problem Solving Skills

- Attention Management
 - Creative Problem Solving
 - Critical Thinking
 - Negotiation Skill
 - Strategic planning and decision-making
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Time Management Skills

- Goal Setting and Getting Things Done
 - Organisational Skills
 - Time Management
 - Project Management
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Sales Skills

- In Person Sales
 - Motivating Your Sales Team
 - Overcoming Sales Objections
 - Key Account Management
 - Sales Fundamentals
 - Coaching Salespeople
 - Top 10 Sales Secrets
 - Inbound and Outbound Sales and Service
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Executive Coaching

- One to one Coaching
- Interview Skills Coaching
- Key Person Coaching
- Confidence Coaching
- Executive Presentation Coaching
- Employability Enhancement Training