Managerial, Human Resources & Marketing



Personal Skills Program

	1.	Effective Communication Skills &Building Human Rapport
	2.	Negotiation Skills
	3.	Excellent Customer Services
	4.	Effective Presentation Skills
	5.	Emotional Intelligence
	6.	Time & Stress Management
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	7.	The Art of Etiquette in the Work Place
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	8.	Effective Evecutive Secretory
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	9.	Electronic Archive
	10.	Effective Business Writing