

PEOPLE COMMUNICATION		DURATION
PC01	Becoming a Better Communicator	1 Day
PC02	Becoming an Assertive Communicator	1 Day
PC03	Different Strokes for Different People – Communicating Better via	1 Day
PC04	Effective Presentation Skills (Basic Competency Level)	1 Day
PC05	Becoming a Polished Presenter (Advanced Competency Level)	1 Day
PC06	MBTI: How to Work More Effectively	1 Day / 2 Days
PC07	Effective Communication and Relationship Management	1 Day
PC08	Negotiating for Success	1 Day
PC09	The Psychology of Persuasion and Influencing Others (InHouse Programme only)	1 Day
PC10	Emotional Intelligence (EQ) at the Workplace	1 Day
PC11	Advanced EQ Skills (InHouse Programme only)	1 Day / 2 Days
PC12	Persuasive Communication – Developing Your Personal Communication Style	1 Day
PC14	People Reading Skills	1 Day
PC15	The Art of Conflict Management	1 Day
PC16	Dealing with Challenging People Interactions	1 Day
PC17	Communicating Better as a Team	1 Day
PC18	Cross Cultural Communication	1 Day
PC19	Body Talk – Understanding and Reading Body Language	1 Day
PC20	The Art of Effective Listening	1 Day
PC21	Effective Presentation Skills	1 Day
PC22	Making Winning Presentation	1 Day
PC23	The Art of Communicating	1 Day
PC24	Thinking On Your Feet	1 Day
PC25	Developing Positive Assertiveness	1 Day
PC26	Assertiveness Skills Pack	1 Day
PC27	Communicating with Employees	1 Day
PC28	Effective Meeting Skills	1 Day
PC29	Emotional Intelligence Works	1 Day
PC30	Communication Skills (Intermediate)	1 Day
PC31	Managing Conflicts for Positive Outcomes	1 Day / 2 Days
PC32	Presentation Skills	1 Day / 2 Days
PC33	Advanced Presentation Skills	1 Day / 2 Days
PC34	Negotiation Skills	1 Day / 2 Days
PC35	Advanced Negotiation Skills	1 Day / 2 Days