



# Business & Softskills Development Modules

## Excellence in Business Communication

- Communication Concepts
- Language Patterns
- Communication Types
- Presentations incl. Body Language
- Influencing Skills
- Negotiations
- Managing Conflicts
- Personal Branding

## Finance for Non-Finance Managers

- Finance Function
- External Reporting
- Internal Reporting
- Financial Analysis
- Budgeting
- Cost Management
- Liquidity Management
- Funding & Investments Reviews

## Leadership Development for Managers

- Self Assessment - SWOT
- Professional Excellence
- Mindset Setting
- Effective Communication
- Management Tools
- Decision Making
- Problem Management
- Leadership Concepts
- Goal Setting
- Team Building & Motivation

## MS Applications with Impacts & Soft-Skills

- MS Project
- Advanced Excel
- Advanced Powerpoint
- Advanced Word
- Project Management Essentials
- Report Generation
- Financial Modelling
- Analytics
- Presentation Skills
- Written Business Communication

## Entrepreneurial Mindset for Business & Managers

- Innovation & Business Set-Up
- Quality & Business Excellence
- Mindset
- Client Centric
- Process Management
- Operational Excellence
- Analytical Tools
- Marketing & Networking

## Other Programs

- NLP Coaching (Business & Career)
- Customized Projects
- Offshoring & KPI

**Programs developed for QT&T  
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