

Essential Soft Skills for Corporate Success – Part 1

Skills & expertise to help you increase your knowledge in the field of various essential soft skills

Course Highlights
The lack of Soft Skills among potential and existing employees is a significant problem for many businesses. Acquiring Soft Skills training for Business and Corporate Sector employees will pay immediate dividends by filling the appropriate industry gap and creating a dynamic leadership resources which is equally essential to successfully compete in this stressful journey of digital transformation and disrupted technology world.



Soft Skills that Matters
Your work ethic, your attitude, your communication skills, your emotional intelligence and a whole host of other personal attributes are the soft skills that are crucial for career success.

The workshop shall discuss various techniques, methodologies including classroom discussion based activities and exercise quizzes.

For additional information and brochure download, please visit the following URL:
www.tlcpak.com/tn215.html

A workshop designed to develop leaders for tomorrow:

Today, as companies increasingly need to become more dynamic, interconnected and flexible, thus soft skills are becoming critical. According to various global surveys and reports, senior executives are now considering the acquisition of soft skills as an essential components important to fostering employee retention, improving leadership capabilities and qualities, and building a meaningful culture under an stressful challenging environment.

Following are the units that we shall be covering in this one day face-to-face instructor led workshop that is specially designed to help resources today to improve these skills with a vision to develop dynamic leaders for tomorrow.

- Unit 1 – Stress Management
- Unit 2 – Critical Thinking
- Unit 3 – Emotional Intelligence
- Unit 4 – Adaptability

About the Workshop Facilitator

Workshop shall be imparted by an experienced passionate trainer with 25+ years of career experience conducting education and training services both locally and internationally. Our facilitator have worked for local and international technology leading organizations from technology hands-on to C-level positions. These organizations includes IBM, Fujitsu, ICL, Si3 where he served different portfolios like Advisory IT Specialist, Country Systems Product Manager, Enterprise Business Development Manager, Client Technical Architect, VP IT Infrastructure, Director Technology Delivery Services and COO.

This workshop is unique in a sense because it is going to be delivered by a professional managing 250 plus technology and business professionals at one time, interfaced with entry to enterprise business industry-wide customers, earned respect throughout of his career, successfully delivered large turned key projects under extreme tough and stressed

time lines, developed 500 plus professionals who are currently working in different top 10 computer vendor organizations and in various local and international business sector organizations.

Apart from various industry professional certifications, he is one of the few Pakistani who has co-authored and contributed in 10 IBM Redbooks and developed 12 courseware professional guides on Storage, Digital Transformation technologies, Soft Skills, Enterprise Architecture, and Cybersecurity.

Target Audience

- Employees in the workplace including end-user customers across all Line of Businesses, Pre and Post Sales Specialists, IT Professionals, Technology and Systems Architects, Sales and Marketing Specialists, Teachers, Young Leaders and Managers.
- Individuals who could benefit from attitude shifts or improved responsible behavior, communication skills, and strategies for problem solving.

Various studies clearly indicate something besides formal education is missing from our workforce development programs. In a nut shell, these studies clearly indicates Soft Skills is that missing component.

Unit 1: Stress Management

- Things beyond our control.
- What is stress and stressors?
- Possible causes of Stress – Stress at Work.
- Types of Stress Responses.
- Describing Stress Management.
- 8 Smart Tips for Successfully Managing Stress.
- The general adjustment Syndrome.
- Seven habits of highly stressed people.
- Knowing the common reactions to a stressful event.
- Seven ways stress kills your productivity.
- Knowing the Symptoms of stress.
- Simple tips to overcome the fear of failure.
- How organizations can help to manage stress?

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The Importance of Soft Skills in the Workplace.

We have all heard of soft skills versus hard skills. Some may still focus all their attention on gaining the hard skills, and found neglecting soft skills in most of the cases.

Soft skills are positive personal attributes that can enhance an individual's performance both on the job and in life, as opposed to hard skills, which are the skills required to perform the occupational requirements of a position.



Soft Skills that Matters

What the HR manager doing is testing your soft skills, and this is an aspect of job search and career advancement that we should all strive to fine-tune.

The workshop shall discuss various techniques, methodologies including classroom discussion based activities and exercise quizzes followed by video demonstrations.

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- What can the individual do to manage stress?
- 7 suggested strategies for Stress Management.
- 13 Ways to prevent & relieve stress.
- Something that you can consider using as a Tool.
- Summary – Signs and symptoms of stress overload.

Unit 2: Critical Thinking

- A general Thinking Process.
- What is Critical Thinking?
- Knowing the Critical Thinking Process.
- Understand 6 Critical Thinking Standards.
- Describing 8 elements of Critical Thinking.
- How is Critical Thinking Developed?
- Critical Thinking in Everyday Life.
- Why Thinking Skills is a prerequisite to Critical Thinking.
- Top five Critical Thinking skills.
- Problem Solving and Critical Analysis Skills – Possible Questions and Answers.
- How can I assess my Critical Thinking skills?
- How can I improve my Critical Thinking skills?
- How to avoid most common pitfall in Critical Thinking?
- Top 10 Skills – In Times to Come.

Unit 3: Emotional Intelligence

- What is EI and Five components of EI.
- What does a research says on EI skills.
- Effective use of Emotional Intelligence.
- Groups and Domains Capabilities of Emotional Intelligence.
- Core Emotional Intelligence Skills and their states.
- Emotional Intelligence – 20 Competencies.
- 10 ways to improve Self Awareness.
- Describe the qualities of Self-Regulators.
- How can we develop Emotional Intelligence?
- Power of Emotions.
- Identify Positive and Negative set of emotions.
- Behaviors that feed your negative Emotions.
- 7 Emotional Intelligence Tips to be a better Leader.
- 7 Signs that you are an Emotionally Intelligent person.
- 11 Signs that you lack Emotional Intelligence.
- How to Exercise Emotional Intelligence?
- 25 Bad Words that make other people feel Inferior.

- Investing into Managers and Leaders to develop EI.
- Recommended approach to deal with Emotional Intelligence.
- 3 types of Conflict Conversations & Tips to handle conflict.
- Developing EI and Decision Making Realm.
- Understanding Artificial Emotional Intelligence – DEMO.

Unit 4: Adaptability

- Understand different states of zones.
- Changes can often be difficult & Some of them may be huge.
- Classic psychological reactions to change.
- Understanding Adaptability.
- Difference between Adaptability and Flexibility.
- Definition and behavioral indicators of Adaptability.
- How well do you handle Change?.
- Understanding Strategic Adaptability.
- Design Thinking – Empathy for Customers vs Employees.
- How to deal with Change?
- How to improve on the skill of adaptability.
- Skills to adapt to change helps companies to grow.
- Career Adaptability – Four Attributes.
- Understand 4 dimensions & 4 strategies of career adaptability.
- How to increase your level of career adaptability.
- Inflexibility – Some of the Red flags.
- Characteristics of a flexible and adaptable employee.
- 7 Signs of an Adaptable Person.
- How to be more flexible in the workplace.
- How can you showcase your adaptability?
- Relationship between Adaptability and Compromise.

Detail Information

Course Code : TN216

Course Duration : 1 Day - Face- to-Face Workshop

Course Location : TLC and Customer On-site.

T&C :100% payment in advance.

Course Deliverable: Comprehensive Student Guide and Workshop Certificate.

For additional information, please write to us at:
info@tlcpak.com

*Opportunities are made,
not found*

