



SOFT SKILLS TOPICS:

- 1. COMMUNICATION, ASSERTIVE COMMUNICATION**
- 2. CONFLICT RESOLUTION**
- 3. MOTIVATION**
- 4. NEGOTIATION**
- 5. DECISION MAKING**
- 6. LEADERSHIP**
- 7. TIME MANAGEMENT**
- 8. STRESS MANAGEMENT**
- 9. POSITIVE ATTITUDES & THINKING**
- 10. PROBLEM SOLVING TECHNIQUES**
- 11. COACHING & MENTORING**
- 12. GOAL SETTING**
- 13. PUBLIC SPEAKING**
- 14. PRESENTATION SKILLS**
- 15. INTERVIEW SKILLS**
- 16. EMOTIONAL INTELLIGENCE**
- 17. TEAM BUILDING**
- 18. MANAGEMENT DEVELOPMENT PROGRAM**
- 19. SWOT ANALYSIS**
- 20. HONESTY & INTEGRITY**
- 21. CREATIVITY**
- 22. ETHICAL MAKE UP**
- 23. RESUME PREPARATION**

MANISH MITRA

CERTIFIED TRAINER