

ELEVATE YOUR PERFORMANCE

MASTERING ESSENTIAL SOFT SKILLS FOR SUCCESS

Enhance your personal and professional success by mastering essential soft skills empowering you to create stronger results and achieve your goals with confidence

key



Course Duration



Total Hours: 32



Schedule: Flexible delivery to match your pace and availability.

About The Instructor:

M E R E H A N B A Y O M I

A professional trainer for developing training programs to enhance the skills of individuals within companies, and a consultant in the field of workplace skills development to meet labor market demands.

An accredited lecturer for courses and training workshops to prepare graduates for the job market. She holds a diploma in Human Resource Management from the American University in Cairo and has over 12 years of experience in training and human resource management.

TRAINED THOUSANDS of individuals & graduates and designed training programs for them to enhance their skills and help them improve their performance.

Many graduates from these courses have achieved great success and reached remarkable goals, drawing on the theoretical and practical expertise they gained from the training.

KNOWLEDGE
EMPOWERS
YOU.

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Course overview

Develop the core interpersonal and workplace skills necessary for thriving in today's dynamic professional environment.

This comprehensive course will equip you with critical communication, presentation, negotiation, and problem-solving abilities to enhance your impact and success in any career path.

Why do You need to attend This Course ?

In every profession, soft skills play a crucial role in ensuring success and building effective relationships. This course is designed to strengthen your ability to communicate, present, and negotiate, as well as solve problems with clarity and confidence.

Do you struggle with:

- Communicating ideas effectively or overcoming misunderstandings?
- Presenting with confidence and managing audience engagement?
- Navigating difficult negotiations or securing win-win outcomes?
- Identifying and solving complex problems under pressure?

If these challenges sound familiar, this course is your solution. Through hands-on training and proven strategies, you'll master the art of interpersonal effectiveness.



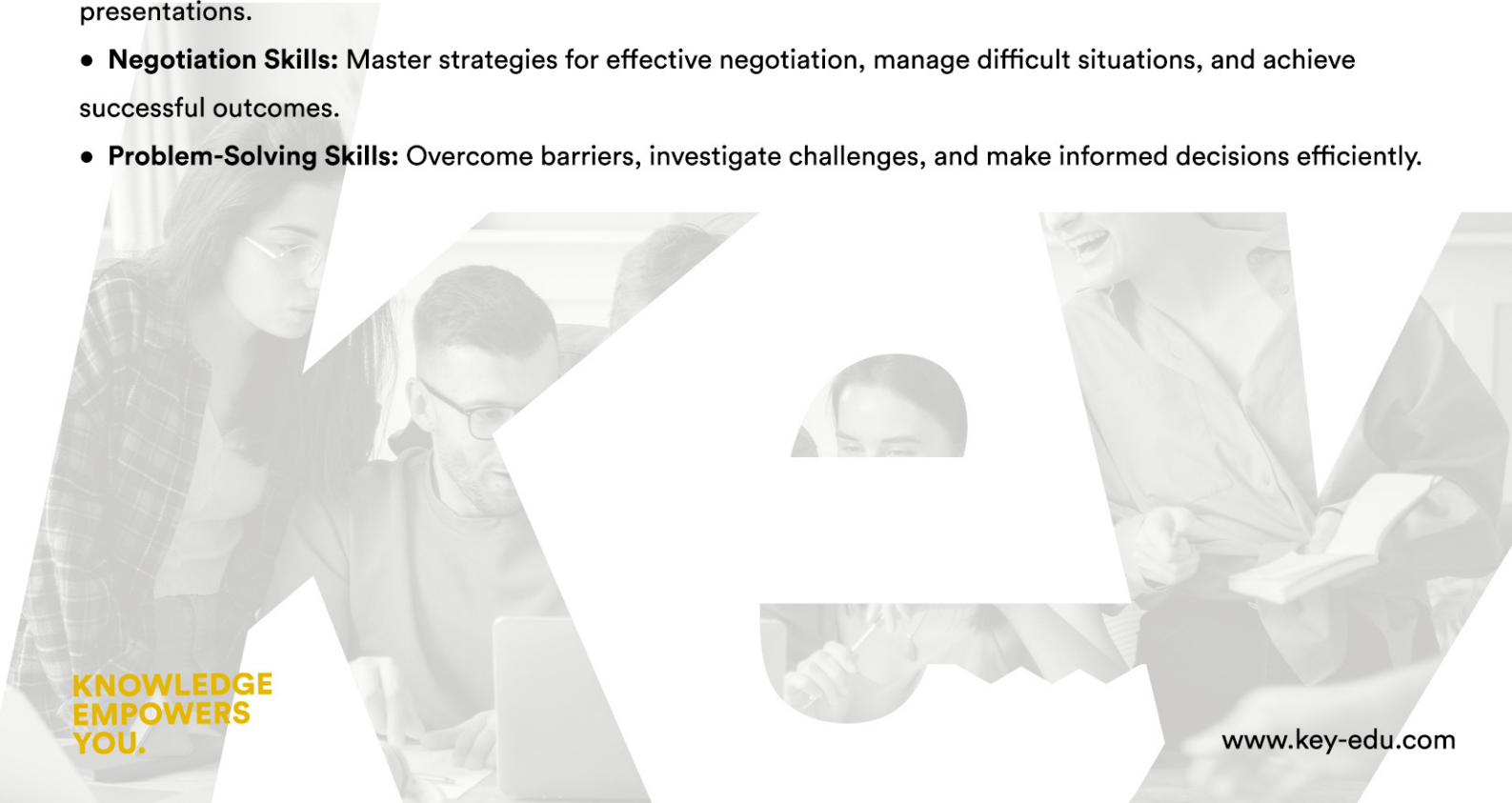
How Will This Course Transform You?

- **From Uncertain to Confident:** Communicate, present, and negotiate with assurance.
- **From Reactive to Proactive:** Anticipate challenges and address them effectively.
- **From Theoretical to Practical:** Gain hands-on experience through exercises and real-world scenarios.



What you will learn?

- **Communication Skills:** Understand and refine the communication process, overcome barriers, and enhance interpersonal connections.
- **Presentation Skills:** Build confidence, manage your voice and body language, and deliver impactful presentations.
- **Negotiation Skills:** Master strategies for effective negotiation, manage difficult situations, and achieve successful outcomes.
- **Problem-Solving Skills:** Overcome barriers, investigate challenges, and make informed decisions efficiently.



Course Content

▶▶ 1. Communication Skills (8 Hours)

Develop foundational communication skills to foster effective interactions. Topics include:

- Types of communication and the communication process.
- Understanding communication noise and overcoming barriers.
- The ABC's of effective communication.
- Intrapersonal communication and character classification.
- Organizational communication dynamics and best practices.

▶▶ 2. Presentation Skills (10 Hours)

Learn how to design and deliver impactful presentations that leave a lasting impression. Topics include:

- What is a presentation? Types and structures.
- Steps for effective presentation planning.
- Mastering voice management and body language control.
- Practical applications and real-world presentation exercises.

▶▶ 3. Negotiation Skills (8 Hours)

Strengthen your ability to negotiate successfully in various scenarios. Topics include:

- Introduction to negotiation and understanding strategies.
- Negotiating behavior and personality types.
- The stages of negotiation and outcomes of successful negotiations.
- Strategic negotiating for the future and handling difficult negotiations.

▶▶ 4. Problem-Solving Skills (6 Hours)

Enhance your ability to identify and resolve challenges effectively. Topics include:

- Introduction to problem-solving and its characteristics.
- Understanding barriers to effective problem-solving.
- Strategies for investigating and resolving complex problems.
- Overcoming barriers and decision-making challenges.