

# Leadership & Communication Training

## Module 1: Goal Setting for Success

- Setting SMART Goals
- Goal Visualization Techniques
- Creating Action Plans
- Tracking Progress and Adjusting Goals

## Module 2: Effective Communication Skills

- Business Communication Fundamentals
- Verbal and Non-verbal Communication
- Written Communication Skills
- Digital Communication Etiquettes

## Module 3: Building Interpersonal Relationships

- Developing Empathy and Emotional Intelligence
- Active Listening and Feedback Skills
- Conflict Resolution Techniques
- Team Collaboration and Networking

## Module 4: Time Management and Productivity

- Time Blocking and Task Prioritization
- Avoiding Multitasking and Time Wasters
- Techniques for Enhancing Focus and Concentration
- Balancing Work and Personal Life

## Module 5: Workplace Etiquettes and Professionalism

- Office Etiquettes and Professional Behavior
- Dealing with Difficult Situations and Colleagues
- Managing Workplace Stress and Conflict
- Upholding Ethical Standards and Integrity

## Module 6: Leadership and Influence

- Developing Leadership Skills
- Influencing Others Positively
- Leading by Example and Inspiring Others
- Mentorship and Coaching Techniques