KOENIG SOLUTIONS · COURSE OUTLINE

Professional Development: Communication & EI

Learn to strengthen communication, emotional intelligence, leadership and workplace skills across networking, conflict resolution and productivity.

10 Days
DURATION

27
MODULES

COURSE OVERVIEW

This comprehensive ten-day training program is designed to enhance participants' professional skills and competencies across various domains, fostering personal growth, career development, and social responsibility.

WHO THIS COURSE IS FOR

- Team Members
- Team Leaders
- Managers
- Entrepreneurs
- Business Professionals

TRAINING APPROACH

Interactive Workshops and Group Discussions; Case Studies and Real-Life Scenarios; Role-playing Exercises and Simulations; Guest Speaker Sessions and Expert Panels; Hands-on Activities and Practical Applications.

COURSE SYLLABUS

27 Modules

DAY 1 Communication & Networking Skills

01
Effective Communication Strategies

02
Building Strong Professional Relationships

03
Networking Techniques for Success

DAY 2 Creative & Analytical Thinking

04
Cultivating Creativity in Problem Solving

05
Analytical Thinking and Decision Making

06
Innovative Approaches to Challenges

DAY 3 Value-driven Professional

07
Understanding Personal Values and Ethics

08

Aligning Values with Organizational Goals

09

Demonstrating Integrity in Professional Conduct

DAY 4 Organizational Adaptability

10

Adapting to Change in the Workplace

11

Flexibility and Resilience in Dynamic Environments

12

Embracing Diversity and Inclusion

DAY 5 Grooming & Etiquette

13

Professional Image and Personal Branding

14

Business Etiquette and Protocol

15

Presentation Skills and Public Speaking

DAY 6 Entrepreneurship 101

16

Introduction to Entrepreneurship

17

Identifying Opportunities and Innovation

18

Basics of Business Planning

DAY 7 Emotional Intelligence in the Workplace

19

Understanding Emotional Intelligence

20

Managing Emotions Effectively

21

Building Empathy and Social Skills

DAY 8 Conflict Resolution Strategies

22

Managing Conflicts in the Workplace

23

Negotiation Skills and Techniques

DAY 9 Leadership Development

24

Essentials of Effective Leadership

25

Team Building and Motivation

DAY 10 Time Management and Productivity

26

Prioritizing Tasks and Managing Time Effectively

27

Techniques for Improving Personal and Team Productivity

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com