

## Business Skills Package

<p><b>Awareness</b> Diversity Equality Workplace Bullying Dealing with Sexual Harassment Health &amp; Safety</p> <p><b>The Effective Manager</b> Effective Decision-Making Effective Objective Setting Effective Delegation Effective Motivation Effective Coaching Effective Management of Change Effective Team Building Effective Team Leadership Managing Problem Performance Effective Time Management Effective Meetings Effective Communication</p> <p><b>Project Management Fundamentals</b> Overview of Project Management Initiating a Project Planning Project Scope Planning Project Activities Planning Project Costs Executing a Project Controlling a Project Closing a Project</p>	<p><b>Project Management Professional</b> Integration Management Scope Management Time Management I Time Management II Cost Management Quality Management Human Resources Management Communications Management Risk Management Procurement Management</p> <p><b>Sales Skills</b> Sales - Prospecting Sales - Selling Value Sales - Building Rapport &amp; Call Introduction Sales - Developing a Sales Solution Sales - Selling the Benefits Sales - Closing &amp; Negotiating Sales - After the Sale Sales - Client Needs &amp; the Sales Cycle</p>
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