

Course Introduction

Soft skills complement hard skills, which are the occupational requirements of a job and many other activities even on interpersonal and organizational functions. Soft skills are qualities, personality traits and social skills which everyone possesses in varying degrees. Some people make friends easily, for example, which would be considered a valuable soft skill in the world of sales and management. Others are extremely punctual, or able to make rational decisions under pressure. A person may also have the innate ability to work with co-workers from other cultures, or learn a new language quickly. The management will be appreciated to the superiors and subordinates. These would all be considered valuable soft skills.

A vital part of soft skills is "interpersonal skill" which described to the term in business contexts to refer to the measure of a person's ability to operate within business organizations through social communication and interactions. Interpersonal skills are how people relate to one another. The better way is learning a strategy practice to develop soft skills and interpersonal skills which ultimately will contribute to individual's knowledge and hard skills for professional productivity.

Course Objectives

- To understand strategic practices to develop soft skill set for the management at any level
- To know appreciation in soft skill needed
- To learn experience on soft skill workshop supporting to perform managerial functions with sound approach

Course Highlights

- Free membership for ACIS Alumni
 - Access to the latest information related to the course subjects
 - A life-time class re-sit

Learning Level

- Foundation

Course Duration

- 1 Day (6 Hours)

Prerequisites

- None

Target Group

- Management at any Level, Department Head/Unit Head, Project Team Head/Supervisor

Course Outline

Module 1: Introduction to Soft Skills concept

Module 2: Managerial Communications Skills

- Communication Skills
- Public Speaking Skills
- Engagement Skills
- Interviewing Skills
- Negotiation Skills
- Conflict Resolution Skills

Module 3: Presenting Skills

- Presentation Skills
- Report Writing Skills

Module 4: Time Management Skills

- Project management skill
- Time management skill

Module 5: Personal Behavioral Science

- Industrial Psychology and/or Behavioral Science
- Interpersonal Control Self-assessment
- Six Behaviors practice (Jarit 6)

Module 6: Improving skills

- Good personal attribute
- The Seven Habits of Highly Effective People
- The Six Thinking Hats
- Critical Thinking with Karma sutra

Recommended Courses

- None

สำรองที่นั่งและขอรับรายละเอียดเพิ่มเติมกรุณาติดต่อ (FOR MORE INFORMATION & REGISTRATION PLEASE CONTACT)

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