



TECHNOCATION FREELANCING TRAINING INSTITUTE & SOFTWARE HOUSE

Professional Corporate Training Course Outline

Module 1: Introduction to Corporate Training & Professional Growth

- Understanding Corporate Training & Its Importance
 - Learning & Development (L&D) in Organizations
 - Training vs. Coaching vs. Mentoring
 - Identifying Skill Gaps & Training Needs
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Module 2: Communication & Interpersonal Skills

- Effective Business Communication (Verbal & Written)
 - Active Listening & Conflict Resolution
 - Professional Email & Report Writing
 - Cross-Cultural Communication in Global Teams
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Module 3: Leadership & Team Management

- Key Leadership Styles & Their Impact
 - Decision-Making & Problem-Solving in Teams
 - Managing Remote & Hybrid Teams
 - Building High-Performance Teams & Employee Motivation
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Module 4: Workplace Productivity & Time Management

- Prioritization & Goal Setting
 - Time Management Tools & Techniques (Eisenhower Matrix, Pomodoro)
 - Managing Workplace Stress & Burnout Prevention
 - Work-Life Balance & Productivity Hacks
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Module 5: Business & Corporate Etiquette

- Professionalism in the Workplace
 - Dress Code & Office Conduct
 - Effective Meeting & Presentation Skills
 - Ethics & Corporate Social Responsibility (CSR)
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Module 6: Digital Skills & Technology for Professionals

- Mastering Microsoft Office & Google Workspace
 - Data Analysis & Visualization for Decision-Making
 - Introduction to AI & Automation in the Workplace
 - Cybersecurity Awareness & Best Practices
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Module 7: Sales, Marketing & Customer Service Excellence

- Fundamentals of Sales & Negotiation Techniques
 - Digital Marketing & Social Media for Business Growth
 - Customer Service Best Practices & Handling Difficult Clients
 - CRM Tools & Customer Retention Strategies
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Module 8: HR, Compliance & Workplace Policies

- HR Policies & Employee Rights
 - Workplace Diversity & Inclusion
 - Conflict Resolution & Workplace Mediation
 - Compliance with Labor Laws & Company Regulations
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Final Module: Corporate Training Assessment & Certification

- Hands-on Case Studies & Role-Playing Scenarios
- Performance Reviews & Feedback Mechanisms
- Personalized Development Plans for Employees
- Certification & Career Progression Guidance