**Soft Skills**

**Course Objectives:**

* Identify the importance of soft skills in the workplace environment.
* Develop inter-personal communication skills to sell your ideas and products.
* Develop time management skills and overcome procrastination.
* Develop thinking skills (positive, creative and critical).
* Develop healthy self-esteem and get rid of low self-esteem.
* Develop problem solving and decision making skills.
* Adapt to your manager and develop team building skills.

**Course Outlines:**

* Introduction to Soft Skills and difference between soft skills and hard skills.
* Inter-personal communication, presentation skills and factors affecting communication.
* Time Management – importance, misconceptions, changing habits, prioritization, setting goals and overcoming procrastination.
* Why thinking skills? Blooms taxonomy for thinking, qualities of a positive thinker, creative thinking techniques and critical thinking.
* Problem solving and decision making techniques.
* Importance of self-esteem, Poor Vs healthy self-esteem; methods to improve self-esteem.
* Adopting to manager and developing team building skills.

**Who Should Attend?**

* Technical Graduates, Foremen, Team Leaders and First Line Managers.

**Duration:** 5 Days

**For more information:**

Industrial Relations- Special Programs Unit:

Tel.: +966 (013) 340-2011 / (013) 340-2140

Fax : +966 (013) 340-2060

Email: specialprograms@jic.edu.sa