

Consulting



Catalydd

- **General Management**
- **Communication skills**
- **Effective listening**
- **Customer relationship management**
- **Telephone etiquette**
- **Email etiquette**
- **Dressing and grooming**
- **Winning communication strategy**
- **Conversational skills and interpersonal skills**
- **Planning, prioritizing and time management**
- **Art of delegation of work and effective supervision**
- **Presentation skills**
- **Report and Memo writing**
- **Collaboration and working in teams**
- **Art of negotiation and conflict management**

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- **Assertiveness skills**
- **Stress Management**
- **Basics of leadership qualities**
- **Public Speaking**
- **Management of meetings**
- **Perception management**
- **Strategic Thinking**
- **Impact and influence**
- **Art of negotiation and conflict management**
- **Emotional intelligence**
- **Inspirational leadership**
- **Mindfulness**
- **Awareness of self-health**
- **Enhancements of mental and physical health**
- **Importance of good habits**

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- **Emotional Intelligence**
- **Nutrition**
- **Work life balance**
- **Importance of Yoga and Meditation**
- **Collaboration**
- **Adaptability**
- **Inter-department communication**
- **Co-operation**
- **Team management**
- **Goal setting and vision sharing**
- **Authority and responsibility**
- **Leadership**
- **Back-up planning and training**
- **Staffing and delegation**
- **Result sharing**
- **Job search fundas**



sales1@catalydd.com



www.catalydd.com

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- **Creating virtual identity**
- **Registration on job portals**
- **Effective use of LinkedIn**
- **Writing job applications**
- **Creating trendy resume**
- **Creating video resume**
- **Preparing for Group Discussions**
- **Preparing for different types of interviews**
- **Information about different online training platforms**
- **Effective use of online training platforms**
- **Tools to make programmes interactive**
- **Trainers' hacks while using different online training platforms**
- **Effectively countering students hacks to fool trainers**