

## Employment Skills

### Course Overview

The **Employability Skills** provide learners to develop potential and strengthen practices that help construct knowledge and workplace effectiveness. The module focuses on the diverse in skills such as learning to communicate, negotiate, and work effectively with diverse counterpart. Individuals will also be introduced to skills in managing service operations and service performance.

### Learning Outcomes

- Develop potential and strengthen practices that help construct knowledge and workplace effectiveness
- Learn to communicate, negotiate, and work effectively with diverse counterparts
- Make better decisions and communications that are aligned with the organisation's goals and industry standards

### Who is it for?

The two-day programme is catered for admin professionals, executives & professionals