

CORPORATE TRAINING

THE CLARITY OF COMMUNICATION

CREATIVE THINKING

WHY SOFT SKILLS MATTER??

MAKING SURE YOUR HARD SKILLS SHINE



Soft skills are increasingly becoming the hard skills of today's work force. It's just not enough to be highly trained in technical skills, without developing the softer, interpersonal and relationship-building skills that help people to communicate and collaborate effectively.

These people skills are more critical than ever as organizations struggle to find meaningful ways to remain competitive and be productive. Teamwork, leadership, and communication are underpinned by soft skills development. Since each is an essential element for organizational and personal success, developing these skills is very important and does matter... a lot!

- ◆ PERSONALITY DEVELOPMENT
- ◆ PUBLIC SPEAKING
- ◆ REPORT WRITING SKILLS
- ◆ OFFICE ADMINISTRATION
- ◆ BODY LANGUAGE
- ◆ TIME MANAGEMENT
- ◆ MANAGEMENT & LEADERSHIP
- ◆ PROFESSIONAL GROOMING
- ◆ NEGOTIATION SKILLS
- ◆ CONFLICT MANAGEMENT
- ◆ PRESENTATION SKILLS
- ◆ SUPERVISORY SKILLS



ATLAS GROUP OF INSTITUTIONS

DUBAI SHARJAH AJMAN RAS AL KHAIMAH & KERALA

Dubai : 04 33 73 001 Sharjah : 06 55 57 676
Ajman : 06 74 41 122 RAK : 07 22 75 194

www.agiuae.com

One Place Many Solutions.....



- ◆ Administrative Accounting
- ◆ Business Communication
- ◆ Computer Applications I
- ◆ General Office Skills
- ◆ Computer Applications II
- ◆ Presentation Skills
- ◆ Typing Skill



ATLAS GROUP OF
INSTITUTIONS

DUBAI SHARJAH AJMAN RAS AL KHAIMAH & KERALA

Career Opportunities

Administrative Assistant
Executive Secretary
Front Office Executive

Dubai : 04 33 73 001 Sharjah : 06 55 57 676
Ajman : 06 74 41 122 RAK : 07 22 75 194