

Soft-Train®



At Soft-Train
Technology Works

Executive - Certificate **Track Requirements**

Plan	Course Number	Course Title	Training Days
Students must complete all 11 of these courses to attain certification.	ST00109	Auditing Your Human Resources Department	4 Days
	ST00011	Building Persuasive Proposals	3 Days
	ST00110	Designing Dynamic Organizations	3 Days
	ST00044	Diversity Awareness	2 Days
	ST00111	Effective Succession Planning from Within	3 Days
	ST00113	E-Mail Rules: Managing Policies, Security and Legal Issues from E-Mail and Digital Communications	2 Days
	ST00045	External Awareness	5 Days
	ST00114	How to Design and Implement a Results Oriented Variable Pay System	2 Days
	ST00116	Blog Rules: Managing Policy, Public Relations and Legal Issues	2 Days
	ST00058	Strategic Vision	2 Days
	ST00060	Technology Management	3 Days