

Soft-Train®



At Soft-Train
Technology Works

Manager - Certificate Track Requirements

Plan	Course Number	Course Title	Training Days
Students must complete all 16 of these courses to attain certification.	ST00022	Management Skills for New Managers	1 Day
	ST00023	Business Writing	1 Day
	ST00070	Developing Effective Business Conversation Skills	2 Days
	ST00029	Developing People Skills and Understanding Team Dynamics	3 Days
	ST00084	Greater Productivity Through Improved Work Processes	1 Day
	ST00019	How to Prepare, Stage and Deliver Winning Presentations	3 Days
	ST00088	Interpersonal Skills for Managers	2 Days
	ST00062	Interview Techniques	2 Days
	ST00012	Leadership	1 Day
	ST00079	Leading Effective Meetings	2 Days
	ST00068	Managing Emotions in the Workplace	2 Days
	ST00105	More Quick Team Building Activities for Busy Managers	2 Days
	ST00002	Negotiation	2 Days
	ST00017	The 7 Hidden Reasons Employees Leave	3 Days
	ST00118	The Proven (and Legal) Way to Prevent Hiring Mistakes	2 Days
	ST00107	The Team Building Toolkit	2 Days