

Soft-Train®



At Soft-Train
Technology Works

Supervisor - Certificate Track Requirements

Plan	Course Number	Course Title	Training Days
Students must complete all 11 of these courses to attain certification.	ST00099	How to Write Better Business Letters	2 Days
	ST00104	Team Building for First Time Managers	1 Day
	ST00016	The Presentation Skills Workshop	2 Days
	ST00004	Time Management	3 Days
	ST00001	Critical Thinking	4 Days
	ST00015	Coaching, Counseling and Mentoring	1 Day
	ST00101	Getting Things Done – The Art of Stress Free Productivity	2 Days
	ST00092	How to Become a Better Negotiator	1 Day
	ST00021	Leadership S.M.A.R.T.S.	2 Days
	ST00033	Negativity in the Workplace	1 Day
	ST00057	Situational Leadership	4 Days