

VIRTUAL-ONLINE PERSONAL DEVELOPMENT COURSE



Business Etiquette & Communications CERTIFICATE COURSE

Starting Date | September 14th, 2021

PREREQUISITES

None

ABOUT THIS COURSE

Business Etiquette is varied and can be challenging, embarrassing and rewarding. It's about projecting an image of professionalism and credibility.

You will learn how to develop and sharpen your business communication skills with the purpose of enhancing your professional image that can be beneficial for climbing the corporate ladder to success within your organization.

This course looks at all aspects of your business image — from body language and dress to meeting etiquette and conflict management with coworkers.

LEARNING OUTCOME:

Upon Completion of This Course, Students Will;

- Develop interpersonal skills that help you communicate, listen and handle conflicts in your supervisory role
- Become more effective at influencing others

| DAY(S) | DAY TIME | EVENING |
|------------|---------------|-------------------|
| TUE & THUR | NOT AVAILABLE | 5:45 pm - 7:25 pm |

| | |
|----------------|------------------------------|
| Duration | 13 Weeks |
| Registration | \$50.00 |
| Technology Fee | \$35.00 (Evening Class Only) |
| Work Book | FREE (PDF Available Online) |
| Tuition Cost | FREE (A \$350.00 Value) |

STUDENTS MUST HAVE A LAPTOP or DESKTOP COMPUTER

- Accomplish goals and control outcomes when dealing with staff, peers, management and other departments
- Learn how to work with groups and teams to solve problems and accomplish projects
- Hold performance discussions that result in changed behavior and enhanced productivity
- Analyze your own style of behavior and recognize your strengths/weaknesses

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