



QUALITRAIN SERVICES LTD.

VIRTUAL CORPORATE TRAINING - MATERIALS FOR SOFT SKILLS AND MICROSOFT OFFICE - TRAINING CATALOG

ADMINISTRATIVE SKILLS

- Accountability In The Workplace
- Administrative Office Procedures
- Administrative Support
- Archiving And Records Management
- Basic Bookkeeping
- Business Writing
- Collaborative Business Writing
- Executive And Personal Assistants
- Meeting Management
- Organizational Skills
- Social Media In The Workplace
- Supply Chain Management

CAREER DEVELOPMENT

- Assertiveness And Self-Confidence
- Communication Strategies
- Creative Problem Solving
- Creativity: Thinking Outside The Box
- Developing Creativity
- Digital Citizenship
- Entrepreneurship
- Interpersonal Skills
- Mlearning Essentials
- Negotiation Skills
- Personal Branding
- Project Management
- Telework And Telecommuting
- Ten Soft Skills You Need
- The Cloud And Business
- Time Management
- Women in Leadership

HUMAN RESOURCES

- Business Succession Planning
- Contract Management
- Crisis Management
- Developing A Lunch And Learn
- Diversity And Inclusion
- Employee Onboarding
- Employee Recruitment
- Employee Termination
- Processes
- Generation Gaps
- Health And Wellness At Work
- Hiring Strategies
- Human Resource Management
- Managing Workplace
- Harassment
- Measuring Results From
- Training
- Millennial Onboarding
- Office Health And Safety
- Sensitivity Training
- Talent Management
- Train-the-trainer
- Unconscious Bias
- Universal Safety Practices
- Workplace Bullying
- Workplace Diversity
- Workplace Harassment
- Workplace Violence

PERSONAL DEVELOPMENT

- Adult Learning - Mental Skills
- Adult Learning - Physical Skills
- Anger Management
- Attention Management
- Being A Likeable Boss
- Critical Thinking
- Emotional Intelligence
- Emotional Intelligence At Work
- Goal Setting And Getting Things Done
- Improving Mindfulness
- Improving Self-awareness
- Increasing Your Happiness
- Job Search Skills
- Life Coaching Essentials
- Managing Personal Finances
- Managing Workplace Anxiety
- Personal Productivity
- Public Speaking
- Social Intelligence
- Social Learning
- Stress Management
- Taking Initiative
- Trust Building And Resilience
- Work-life Balance

SALES AND MARKETING

- Body Language Basics
- Call Center Training
- Coaching Salespeople
- Contact Center Training
- Creating A Great Webinar
- Employee Recognition
- Event Planning
- High Performance Teams Inside The Company
- High Performance Teams Remote Workforce
- In Person Sales
- Internet Marketing Fundamentals
- Marketing Basics
- Media And Public Relations
- Motivating Your Sales Team
- Multi-level Marketing
- Overcoming Sales Objections
- Presentation Skills
- Proposal Writing
- Prospecting And Lead Generation
- Sales Fundamentals
- Servant Leadership
- Social Media Marketing
- Telephone Etiquette
- Top 10 Sales Secrets
- Trade Show Staff Training

SUPERVISORS & MANAGERS

- Budgets And Financial Reports
- Coaching And Mentoring
- Conducting Annual Employee Reviews
- Developing New Managers
- Employee Motivation
- Facilitation Skills
- Knowledge Management
- Leadership And Influence
- Lean Process And Six Sigma
- Manager Management
- Middle Manager
- Office Politics For Managers
- Performance Management
- Self-Leadership
- Supervising Others
- Team Building Through Chemistry
- Virtual Team Building And Management



QUALITRAIN SERVICES LTD.
VIRTUAL CORPORATE TRAINING
- MATERIALS FOR SOFT SKILLS AND
MICROSOFT OFFICE - TRAINING CATALOG

WORKPLACE ESSENTIALS

- Appreciative Inquiry
- Business Acumen
- Business Ethics
- Business Etiquette
- Change Management
- Civility In The Workplace
- Conflict Resolution
- Teamwork And Team Building
- Customer Service
- Customer Support
- Cyber Security
- Delivering Constructive Criticism
- Developing Corporate Behavior
- Handling A Difficult Customer
- Networking Outside The Company
- Networking Within The Company
- Respect In The Workplace
- Responsibility In The Workplace
- Risk Assessment And Management
- Safety In The Workplace
- Team Building For Managers
- Networking Within The Company

MICROSOFT OFFICE BASICS

- Access 2016 Essentials
- Excel 2016 Essentials
- Outlook 2016 Essentials
- PowerPoint 2016 Essentials
- Word 2016 Essentials
- Word 2016 Expert
- Excel 2016 Expert



TO REGISTER
SCAN THE QR CODE



QUALITRAIN
SERVICES LTD.

📍 184 Southern Main Road,
Dow Village, South Oropouche,
Trinidad W.I.

☎ 1-868-706-4130

✉ qualitrainservices@gmail.com



QUALITRAIN
SERVICES LTD.

Personal Training. Lifetime Success!

VIRTUAL CORPORATE TRAINING
MATERIALS FOR SOFT SKILLS
AND MICROSOFT OFFICE
TRAINING CATALOG