

# Communication and Time Management Skills Curriculum Guide

## Communication Skills

Course 292  
Communication Skills

Course 294  
Influence Skills

Course 244  
Assertiveness Skills

Course 904  
Responding to Conflict

Course 910  
Achieving Excellence in Customer Service

Course 905  
Facilitation Skills

Course 341  
Negotiation Skills

## Writing Skills

Course 319  
Technical Writing Comprehensive Introduction

## Presentation Skills

Course 903  
Public Speaking

Course 345  
Delivering Dynamic Presentations

Course 194  
Hands-On Visio: Effective Visual Solutions

## Time Management & Personal Performance Skills

Course 344  
Time Management Essentials

Course 297  
Personal Skills for Professional Excellence

Course 246  
Managing Information Overload



“Start Here” Course

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