



ESSENTIAL BUSINESS SKILLS

**‘YOUR FAST TRACK TO
CAREER SUCCESS’**



‘ABMA and their experts have created a course that will make a real difference to both people looking to grow and succeed in demanding workplaces and employers looking for their staff to hit the ground running.’ *CV People Africa*

70%

OF EMPLOYERS FIND
IT **VERY DIFFICULT**
TO FIND THE
DESIRED
SOFT SKILLS

SOFT SKILL
INTENSIVE JOBS
WILL GROW

250%

**FASTER THAN
OTHER JOBS**

60%

OF EMPLOYERS
FIND SOFT SKILLS
VERY SIGNIFICANT
WHILE HIRING AN
EMPLOYEE

ESSENTIAL BUSINESS SKILLS

Make your dream job a reality by **learning** the **skills** to master your career.

Organisations want employees with the knowledge to do the job and the skills to be effective in a workplace environment. Essential Business Skills will give you the confidence to bring together these two fundamental elements of success, putting your knowledge into practice.

This is an inclusive, short and cost-effective course developed in the UK with our experts that is fully certificated.

This course is accredited by CPD (Continuing Professional Development).

‘Through engagement with this programme; learners will be exposed to concepts and techniques which will enable them to become more productive in their working environment or to provide some of the knowledge; skills and competences which will help them gain employment.’

CPD (Continuing Professional Development)



BENEFITS FOR YOU

- Backed by industry bodies and recruiters
- Master essential work skills
- Short and flexible content for fast learning
- Outstanding value
- Engaging and practical activities
- Builds confidence
- Official certificate on completion

COURSE CONTENT

Developing Key Competencies:

- Time Management
- Problem Solving
- Decision Making
- Report Writing
- Presentation Skills
- Coping with Organisational Change
- Critical Thinking

Working with Others:

- Emotional Intelligence
- Conflict Resolution
- Motivation: Self and Others
- Teamwork
- Leadership
- Coaching and Mentoring
- Networking

ENHANCES YOUR

Communication skills, self-confidence and ethical behaviour

CONTACT US:

To locate a centre to enrol on our Essential Business Skills course please contact:

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ENDORSED BY:

