NOVA-IT

Base Soft Skills Course List

All courses can be customised. The below list may vary from published date. Please contact us if a course you are looking for is not listed here.

- 360 feedback
- Absence Management
- Accelerated Learning
- Account Management
- Advocacy/Buddy skills
- Agile
- Appraisals
- Assertiveness skills
- Behavioural Styles (Communications Skills)
- Belbin Team Building
- Blended Learning Design
- Blogging for Business
- Body Language
- Budget Management
- Bullying & Harassment
- Business & Report Writing
- Business & Strategy Development
- Camera Interviews
- Camera Techniques
- Career Development
- Change Management
- Coaching Skills
- Communication Skills
- Conflict Management
- Courseware Writing
- Creative Thinking
- Cross Culture Communication
- Customer Care
- CV writing
- Data Protection
- De Bono Lateral Thinking
- Delegation
- Dignity at Work
- Disciplinary & Grievance
- Diversity
- Documentation writing

- email marketing
- Employee Development
- Employment Law
- Equality & Diversity
- Equality Impact Analysis
- Facilitation
- Feedback skills
- Finance for non finance managers
- Goal setting
- Grammar & Writing Skills
- Influencing Skills (Communications Skills)
- Interview Skills
- ITIL
- Key Account Management
- Leadership
- Management Skills
- Managerial Leadership
- Meeting Skills
- Mental Toughness
- Mentoring
- Minute Taking
- Motivation
- Negotiation skills
- NLP
- PA skills
- Personal Devt/Effectiveness
- Personal Safety & Self Defence
- Presentation Design
- Presentation Skills
- Prince2 Certified
- Prince2 Non-certified
- Problem Solving
- Process Improvement
- Project Management Theory
- Proof reading
- Publication Design for Non-Designers

- Reception skills
- Recruitment & interviewing skills
- Risk management
- Sales & Marketing
- Sales Techniques
- Search Engine Optimisation
- Secretary Skills
- Security Clearance
- Service Desk & Incident Management
- Social Media
- Sport Psychology
- Stakeholder Management
- Strategic Thinking
- Stress Management
- Supervision
- Team Development
- Teamworking
- Telephone Sales
- Telephone skills
- Time Management
- Time Management with Outlook
- Train the Trainer
- Training Needs Analysis
- Transactional Analysis
- Web design skills

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