



TYLOS

تايلوس للتنمية البشرية
human development



INTERPERSONAL SKILLS

COURSE OUTLINE

Overview: Why choose this course?

Have you ever wondered why a person could be that delightful even that he/she is doing a lot of tasks but still can communicate with you and with a lot of people with grace and a smile? How did they acquire such an ability to handle their emotions in a very professional way?

Let us talk about what really this course about. Interpersonal skills is the social skill that needs interaction and communication with others where some rules like social and relations are created and changed in verbal and non-verbal ways, and it is also called socialization.

In this course, every learner is expected to go through their current abilities and to think of ways for its improvement. It will talk about one's behavior from the way they speak until the way they act while communicating to others.

Knowing our own strength and weaknesses are one of the most crucial nowadays so it is important that we are aware on how to handle and enhance it accordingly.

Learning Outcomes:

Manage good rapport between client/staff, and staff/person in charge.

Provide well-presented ideas to understand that a "personal and professional" issue in workplace is always manageable.

Presenting a polite verbal communication and maintain good-natured environment.

Learners will be assisted to get rid of their barriers in terms of communication.

Who should attend?

More self-confidence while interacting to people in all communication means, those who would like to enhance their professional profile, those who are experiencing dilemma in their workplace.

Training Tools and Methodology:

Training Aids and Materials
Powerpoint/ Videos
Assessments/ Lectures

Teaching Language:

Arabic/English

Duration:

40 hrs.

☎ 17626484

☎ 17550715

☎ 36471174

☎ 34655220

📧 thd_bh

📧 info@thd.bh

🌐 www.thd.bh