



Business Professional Certification Program

A 5-Day Hands-On Workshop

This program aims to improve the overall ability of workplace managers to more effectively utilize their resources. The program presents skill building modules that focus on the following core competencies: Professionalism, Communication, Business Writing, Customer Service, Conflict Management, Organization and Time Management, Management Skills, Critical Thinking and Decision-Making.

Subjects Covered in this workshop include—

- Professionalism
- Communication
- Business Writing
- Customer Service
- Conflict Management
- Organization and Time Management
- Management Skills
- Critical Thinking and Decision-Making