



DLC

Distance Learning Centre Ltd.

CONNECT INNOVATIVE IDEAS

State Owned Institute Under the Ministry of Public Administration



Workshop on MASTERING SOFT SKILLS FOR CAREER ADVANCEMENT

Overview of the Training

In today's competitive professional world, technical expertise isn't enough. Soft skills like communication, emotional intelligence, adaptability, and teamwork are vital for building relationships, overcoming challenges, and achieving organizational goals. This training program empowers participants with the essential soft skills to excel in their careers and drive organizational success.

Target Group

Young Professionals / Graduates and Job Seekers / Mid-Career Professionals / Supervisors and Team Leaders / Entrepreneurs and Freelancers

Objectives

- Develop effective communication skills for professional success
- Creating a positive self image
- Apply soft skills for career growth.
- Improved decision-making, problem solving and collaboration in the workplace

Workshop Content

- Understanding Soft Skills, Self-Awareness and Inculcating a Positive Attitude for Career Success
- Basic Problem Solving & Conflict Resolution Skills
- Effective Communication Skills for Professional Success
- The role of Emotional Intelligence (EI), Adaptability and Resilience in the Work Place
- Time Management and Prioritization Skills
- Career Growth Strategies and Building Professional Relationships
- Importance of Collaborative workplace
- Creating a Personal Development Plan

Resource Person



Mrs. Apeksha Jayaweera

MBA-UK, CIM-UK, DBF, NLP Practitioner, Extended D.P. Psychology.

Ex-Senior Banker / Corporate Trainer / Event Host / Counselling Life Coach / Presenter / Writer / Lecturer / Business Consultant



2 DAYS 9.00 am - 4.00 pm



SINHALA & ENGLISH



LKR 21,500



PHYSICAL



**FEBRUARY
24 & 25, 2025**

(Includes Refreshments and Lunch)



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Distance Learning Centre Ltd.

Distance Learning Centre Ltd.

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Malalasekara Mawatha, Colombo 07, Sri Lanka.

Further Information

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