

# Essential Skills Course (Self-Paced)

Group classes in Live Online and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/essential-skills-bundle>



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## Course Outline

This package includes these courses

- Communication and Connection (Self-Paced) (10 Hours)
- Self-Management Skills (Self-Paced) (10 Hours)
- Teamwork, Collaboration & Leadership (Self-Paced) (10 Hours)

### Communication and Connection (Self-Paced)

Learn to build connection, make requests, engage in conflict management and negotiate. Build your Emotional Intelligence. Communicate and collaborate with Diversity, Equity and Inclusion (DEI) in mind. Learn the art of public speaking and body language.

- How to build connections
- Make requests
- Engage in conflict management and negotiation
- How to build your Emotional Intelligence
- Collaboration with Diversity, Equity and Inclusion
- The art of public speaking and body language

### Self-Management Skills (Self-Paced)

Learn to evaluate your time, improve efficiency, prioritize what matters, learn how to establish a positive frame of mind and set goals in your career and life. In addition, you will learn a framework to make decisions and avoid common pitfalls. Lastly, you will learn how you can prioritize your ethics and integrity to build trust.

- Evaluate your time
- Improve efficiency
- Prioritize what matters
- Establish a positive frame of mind and set career and life goals
- Form a framework to make decisions
- Prioritize ethics and integrity to build trust

## Teamwork, Collaboration & Leadership (Self-Paced)

Teamwork, Collaboration & Leadership will help you learn the essential skills which are often overlooked and will improve your ability to solve problems, thrive on teams, and lead others.

- Effectively conduct meetings
- Build collaboration
- Thrive as a team and make decisions as a group
- Encourage teams to buy in to an idea or plan
- Move an idea forward in a group setting
- Inspire others through leadership