

Professional Competence Training

Course Duration: 08 Hours

Course Code: PET

1. Course Overview

Professional Competence Training is designed to enhance the essential skills, knowledge, and behaviors required to perform effectively in a professional environment. This program focuses on improving communication, problem-solving, decision-making, and workplace ethics to help individuals excel in their careers and adapt to dynamic business environments.

2. What You'll Learn

- Effective communication and interpersonal skills
- Time management and productivity techniques
- Critical thinking and problem-solving skills
- Professional ethics and workplace behavior
- Team collaboration and leadership basics
- Adaptability and decision-making strategies
- Business etiquette and corporate professionalism

3. Target Audience

- Fresh graduates entering the corporate world
- Working professionals aiming to upgrade their skills
- Team leaders and supervisors
- Job seekers preparing for corporate roles
- Individuals looking to improve workplace performance

4. Pre-Requisites

- Basic understanding of workplace environments
- Willingness to learn and improve soft skills
- No technical background required
- Open mindset for personal and professional development

5. Course Content

- Module 1: Introduction to Professional Competence
- Module 2: Communication Skills Development
- Module 3: Time Management & Productivity
- Module 4: Problem Solving & Decision Making
- Module 5: Workplace Ethics & Professionalism
- Module 6: Teamwork & Collaboration
- Module 7: Leadership Fundamentals
- Module 8: Business Etiquette & Corporate Behavior
- Module 9: Personal Branding & Career Growth
- Module 10: Real-world Case Studies & Practice Sessions