



OUR COURSES AT BRIDGE PROFESSIONAL DEVELOPMENT CENTRE



PRESENTATION SKILLS – The Essentials
PRESENTATION SKILLS – Beyond the Essentials



NEGOTIATION SKILLS - the Essentials



LEADERSHIP SKILLS - Public Speaking and
Special Occasion Speeches



MEETING SKILLS



COMMUNICATION – Speaking with clarity
COMMUNICATION – Writing to get your Message Across.
COMMUNICATION – Writing beyond the essentials

ADMINISTRATION SKILLS - making things work



GET THAT JOB! - interview and job application skills
CUSTOMER SERVICE - personal effectiveness:
making a difference Selling Skills for non-Sales Professionals



TIME MANAGEMENT SKILLS
TEAM-BUILDING AND MANAGING TEAM-working skills
INTERCULTURAL SKILLS
INFLUENCING SKILLS

AWAYDAYS



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COMMUNICATION SKILLS WORKSHOPS SCHEDULE OCTOBER 2021 - JUNE 2022

October	14	Writing Skills - beyond the Essentials ETB 3,950 per person	March	3-4	Presentation Skills - The Essentials ETB 8,950 per person
	28	Leadership Skills ETB 4,475 per person		17-18	Selling Skills for Non-Sales Professionals ETB 8,950 per person
November	4	Time Management Skills ETB 3,950 per person	April	14	Negotiation Skills ETB 4,475 per person
	18	Influencing Skills ETB 4,475 per person		28	Intercultural Skills ETB 4,475 per person
December	9	Team-Working Skills ETB 3,950 per person	May	5	Meeting Skills ETB 4,475 per person
	23	Team-Building Skills ETB 4,475 per person		19	Writing Skills - getting your message across ETB 3,950 per person
January	4	Customer Service Skills ETB 3,950 per person	June	9	Time Management Skills ETB 3,950 per person
	20	Public Speaking Skills ETB 4,475 per person		23-24	Presentation Skills - Beyond the Essentials ETB 8,950 per person
February	10-11	Presentation Skills - The Essentials ETB 8,950 per person			
	24	Administration Skills ETB 3,950 per person			

INTENSIVE AND BITESIZE TRAINING

CONTACT US NOW



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