

Management & Business Skills

Do your soft skills correspond with the expectations of your co-workers, managers or superiors? Are you properly prepared for your role in the field of managerial skills and leadership?

We realize the importance of soft skills – nowadays, soft skills are crucial in all areas of our personal and professional lives, and also for effective cooperation of co-workers and achieving goals. Therefore we are introducing soft skills seminars focused on this area. All seminars are conducted and delivered by PwC experts, who are experienced professionals in Time management, Business communication and have excellent Presentation skills. See the overviews on the next pages.



Why to study with PwC Academy?

PwC has always recognised learning and development as a key tool to ensure growth. Our Academy team has long-standing experience of delivering intensive and sophisticated training programmes for our own professionals. We are delighted to be able to share our expertise and experience with our clients and develop talent potential in the Slovak market. Our students, your organisation and your employees can benefit from our strengths:

Benefits for employers

•Reputation as a good employer

Investment in quality education is one of the decisive factors when choosing an employer - you become more in demand as an employer and increase the loyalty of your employees.

•Acquisition, development and retention of talent

Attracting and retaining quality graduates and skilled professionals is one of the main goals of employers. Internationally recognised qualifications and certification will help your organisation reach other circles in the labour market, and at the same time will give you the opportunity to identify key talent within your company.

•Know-how of top experts

All our tutors are experts in their field and have extensive teaching experience. They have skills, knowledge, and, in particular, practical experience. Whether it's PwC professionals, or lecturers from international professional organisations sharing their experience, all of them have years of know-how in preparing students for certification and qualification.

Soft skills seminars in 2015

Business Communication Skills 10-11 May 2015

Who is it for?

The training course is intended for all employees who wish to improve their communication skills and to learn how to:

- Express their opinion and/or disagreement openly and directly, in neither aggressive nor passive way
- Say No without being negative
- React to an attempt of manipulation or emotional blackmail.

What's in it for me and my business?

- Direct, open and respectful communication:
- Reduces the likelihood of misunderstandings and conflicts
- Improves the chances of quick and constructive conflict resolution
- Increases the likelihood of getting what we want, while maintaining good relationship with other people
- Builds self confidence and sense of control over once life
- Nurtures the respectful relationships among people.

Training content

- Three styles of communication – passive, aggressive and assertive
- Basic assertive rights
- Techniques of assertiveness:
 - I statements
 - How to say No
 - Giving negative feedback
 - Expressing disagreement
 - Broken record
 - Fogging



Training is highly interactive, with short theoretical introductions and a lot of opportunities for participants to see, discuss, try and practice this communication style.

Training techniques

- Lecture and group discussion
- Analysis and discussion of video clips
- Role play
- Individual and group work

Courses details

Duration of the seminar:

16 academic hours / 2 days

Prices and discounts:

Fee per participant (without VAT) is determined based on the following schedule:

Early registration (by 16-Apr-15) - 360 USD*

Standard registration - 400 USD*

Venue: PwC Georgia Academy

Address: #7 Bambis Rigi Street

Time: 9:30 am - 16:30 pm

Language: English

Special Prices:

Special arrangement (2 courses) – 320 USD*

Special arrangement (3 courses) – 300 USD*

How to reserve a place?

For more information and for registration, please fill in the registration form at

www.pwc.com/ge/en/forms/soft_skills_seminars_online_form.jhtml

Should you have any questions, please contact

Irma Gogotishvili at: 577 42 22 09 or

Nino Egriselashvili at 599 22 10 03

** Please note that discounts are not additive. If a student is eligible for several discounts, single largest discount will be applied.*

Soft skills seminars in 2015

Presentation Skills – 7 May 2015



What will I do and experience during training?

The training is fully interactive. Registered participants will receive advance copies of the presentation in draft form.

After a brief theoretical introduction to the subject matter and a discussion on topics of current interest, participants will start developing their presentations drawing on the directions and **recommendations received**. Lots of individual work during the session gives participants the opportunity to hear any comment that the trainer and the group may have on the effectiveness of the presentations seen. All presentations will be videotaped and then played back followed by feedback from the trainer and participants attending the session.

How to reserve a place?

For more information and for registration, please fill in the registration form at

www.pwc.com/ge/en/forms/soft_skills_seminars_online_form.jhtml

Should you have any questions, please contact **Irma Gogotishvili** at: 577 42 22 09 or **Nino Egriselashvili** at 599 22 10 03

Who is it for?

Managers and experienced presenters who want to improve their planning and presentation skills and techniques.

What will I be able to do after I receive training?

You will be able to:

- Understand the importance of careful planning and preparation for a successful presentation
- Learn how to define presentation goals and objectives and how to structure key messages for maximum impact
- Find out how to make a strong first impression
- Learn how to reach the audience and maximize audience interaction
- Understand what kind of impressions the look of your face, the tone of your voice and your body posture make
- Learn how to handle difficult questions and challenging situations during the session
- Practice in a safe environment and receive feedback on your presentation
- Identify your own presentation style and areas for improvement
- Get useful tips for delivering a successful presentation.

Special Prices:

Special arrangement (2 courses) – 200 USD*

Special arrangement (3 courses) – 188 USD*

** Please note that discounts are not additive. If a student is eligible for several discounts, single largest discount will be applied.*

Courses details

Duration of the seminar: 1 day

Prices and discounts:

Fee per participant (without VAT) is determined based on the following schedule:

Early registration (by 16-Apr-15) - 225 USD*

Standard registration - 250 USD*

Venue: PwC Georgia Academy

Address: #7 Bambis Rigi Street

Time: 9:30 am - 16:30 pm

Language: English

Soft skills seminars in 2015

Time Management – 8 May 2015

Who is it for?

The training course is intended for all employees who want to improve their time management skills and learn how to:

- Organise their work realistically to make sure nothing is going to prevent them from getting the work done on time
- Set priorities in each of their Key Result Areas (KRA)
- Use Key Performance Indicators (KPI) to increase productivity and improve performance
- Say *NO* to requests that are not on their priority list
- Deal with being overwhelmed at work
- Make an effective TO-DO list
- Achieve a better work-life balance

What's in it for me and my business?

Effective time management will help you:

- Increase productivity and accelerate business processes
- Create an environment that enables you to meet all work-related requirements on time
- Improve the chances of exceeding your superiors', peers' and clients' expectations
- Build your self-esteem and have more control over your professional and private life
- Contribute to creating a high performance culture

The course is highly interactive, combining a short introduction to the theory with plenty of opportunities for participants to learn, discuss and practice time management skills.

Courses details

Duration of the seminar: 1 day

Prices and discounts:

Fee per participant (without VAT) is determined based on the following schedule:

Early registration (by 16-Apr-15) - 225 USD*

Standard registration - 250 USD*

Venue: PwC Georgia Academy

Address: #7 Bambis Rigi Street

Time: 9:30 am - 16:30 pm

Language: English



Methods of training

- Lecture and discussion
- Video clips – discussion and analysis
- Role-play
- Case studies
- Individual and group activities

Special Prices:

Special arrangement (2 courses) – 200 USD*

Special arrangement (3 courses) – 188 USD*

How to reserve a place?

For more information and for registration, please fill in the registration form at

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