



MSME- Technology Development Centre
Central Footwear Training Institute, Agra

MSME. Ministry of Micro, Small & Medium Enterprises
Govt. of India



Business Communication & Business Writing

Online Training on

Business Communication and Business Writings

Weekend Program

22nd, 23rd, 29th & 30th August 2020

12PM-2PM



Dates: 22nd, 23rd, 29th & 30th August 2020

Timings: 12PM-2PM

Course Content:

- Active Listening Training-The secret of great communicators!
- Business Etiquette Training
- Body Language
- Business Writing
- Communication Skills Training
- Conflict Resolution Training
- Creative Problem Solving Training
- Email Etiquette Training
- Meeting Management
- Negotiation Training



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- Writing Winning Proposals Training
- Communicating Across Cultures Training
- Managing Difficult Conversations
- Team Communication
- Delivering Constructive Criticism Training
- Methods for speaking and presenting with confidence
- How to share views in a professional setting
- Techniques for writing crisp and professional business documents
- How to interact in one-on-one or group meetings
- Watch some interesting videos on Communication
- Do activities on communication

Organizing By:

MSME - TECHNOLOGY DEVELOPMENT CENTRE (CFTI)
A Govt. of India Organization,
C-41 & 42, SITE-C, Industrial Area, Sikandra, Agra-282007 (UP)

Payment:

Fee: Rs.2000/-

Billing Details are as follow:

Online Transfer

DIRECTOR,CFTI, AGRA
INDIAN OVERSEAS BANK
BRANCH: ARTONI BRANCH, AGRA
Account Type: CURRENT
A/c No. 042302000000103
IFSC Code: IOBA0000423

Contact Us:

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