

SOFT SKILL TRAINING TITLES

#	Training Course	Duration of the Course	Max Number of participants
		Theoretical	
1	Effective Sales Strategy	1	20
2	Customer Service Excellence	1	20
3	Compliance & Code of Conduct	1	20
4	Human Resources Fundamentals	2	20
5	Strategic Management	3	20
6	Leadership Skills	2	20
7	Compensation and Payroll	2	20
8	Customer Service Excellence	2	20
9	Marketing Essentials	2	20
10	Digital Marketing	2	20
11	Microsoft Excel	2	20
12	Impactful Presentation Skills	2	20
13	Inventory and Storage Management	2	10
14	Advanced Report Writing Fundamentals	2	10
15	Training of Trainers (ToT)	3	10
16	Project Management	3	10
17	Bidding and Tender Management	3	10
18	Crisis Communication for Oil and Gas	3	10
19	Odoo CRM Management Software For Oil and Gas	3	10
20	Procurement Professional in Oil and Gas	3	10
21	Change Management Training	3 Half Days	20
22	Understanding Equality, Diversity, and Inclusion	3 Half Days	20
23	Time Management	3 Half Days	20
24	Effective Negotiation Skills	3 Half Days	20
25	Business Communication Skills	3 Half Days	20

Data Quest.

Practical learning solutions

كۆمپانیای ناكورمیت داتا كوئیست
بۆ راویژكاری بازرگانی سنوردار

Accurate Data Quest Company
for Business Consultation Ltd.

26	Proposal Writing Fundamentals	3 Half Days	20
27	Body Language in the Workplace	3 Half Days	20
28	Public Relations Professional	3 Half Days	20
29	Office etiquette	1	20
30	Primavera Software for Oil and Gas	4	10
31	Financial Reporting Under IFRS for Oil and Gas	4	10
32	Cyber Security For Oil and Gas	4	10
33	Industrial Control Systems (ICS) Security	4	10
34	Internal Auditor / one standard	3	10
35	Lead Auditor / one standard	5	10
36	Management System Design and Implementation	2	10

P.S.

- Each Full training Day: 5 Hrs. + 1 Hr. Lunch
- Each Half Training Day: 3 Hrs.
- Duration and the hours of the course can be customized based on client's demand