

SOFT SKILLS TRAINING

Sales and Marketing Training Library

Sales Training: Building Relationships for Success in Sales
Sales Training: Dynamite Sales Presentations
Sales Training: Overcoming Objections to Nail the Sale
Sales Training: Selling Smarter
Sales Training: Prospecting for Leads like a Pro
Telemarketing: Using the Telephone as a Sales Tool

Supervisors and Managers Training Library

Business Leadership: Becoming Management Material
Coaching: A Leadership Skill
Delegation: The Art of Delegating Effectively
Human Resources Training: HR for the Non HR Manager
Marketing and Sales
Meeting Management: The Art of Making Meetings Work
Motivation Training: Motivating Your Workforce
Negotiating for Results
Project Management Training: Understanding Project Management
The ABC's of Supervising Others
Team Building: Developing High Performance Teams
The Professional Supervisor

Project Management & Professional Skills

Using Microsoft Project for Project Management
Fundamentals of Project Management
Project Management for Managers
Project Management for IT
Mastering IT Projects
PMP BootCamp
Project Management Planning, Controls & Strategic Thinking

Career Development Training Library

Advanced Writing Skills
Building Self Esteem and Assertiveness Skills
Business Etiquette: Gaining That Extra Edge
Business Writing that Works
Communication Strategies
Conflict Resolution: Dealing with Difficult People
Customer Service: Critical Elements of Customer Service
Public Speaking: Presentation Survival School
Public Speaking: Speaking Under Pressure
Skills for the Administrative Assistant
Speakeasy: Conquering Your Fear of Speaking in Public
The Minute-Taker's Workshop
Time Management: Get Organized for Peak Performance
Writing Reports and Proposals

Human Resources Training Library

Anger Management: Understanding Anger - Yours and Others
Change Management: Change and How to Deal With It
Coaching and Mentoring: Mentoring for Success
Conducting Effective Performance Reviews
Conflict Resolution: Getting Along in the Workplace
Customer Service Training: Managing Customer Service
Hiring Smart: Behavioural & Performance-based Techniques
Maintaining an Effective Workplace
Orientation Handbook: Getting Employees Off to a Good Start
Performance Management: Managing Employee Performance
Problem Solving & Decision Making
Stress Management Training

Looking for something else? Contact us today! We'd be glad to assist you in fulfilling your training needs.

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5-2, Jalan Metro Wangsa, Seksyen 2
Wangsa Maju, 53300 Kuala Lumpur, Malaysia.
Tel: (603) 41420881 Fax: (603) 41430881 Email: admin@maxvec.com