

## All Courses List

<b>Course</b>	<b>Length</b>
Basics of communication	2 days
Training at the workplace	2 days
TWI: On-the-job training (OJT) - training with applications	2 days
Operational Leadership	2 days
Change leadership	2 days
Time Management	2 days
Presentation techniques	2 days
Leadership for Leaders	2 days
First Time Manager	2 days
Leading in Production	2 days
Job analysis and job descriptions	2 days
Staff recruitment and selection	2 days
Integration of new employees	2 days
Motivation of employees in the organization	2 days
Employee performance evaluation	2 days
Employee development	2 days
The EXIT process	2 days
Interpersonal Communication and Constructive Feedback	2 days
Employee performance evaluation	2 days
Stress Management	2 days

For more information please contact us at the following phone number: +40 357 805 456