

LIST OF TRAININGS

GENERAL MANAGEMENT

1. Information Technologies – Help Or Burden
2. Crisis Management – Quick, But Cautious
3. Business Ethics
4. Teamwork – Reality Or Myth
5. Leader Or Manager – Is There A Dilemma
6. Strategic vs. Operational In Business Management
7. Business Strategy From Vision To Application

MANAGERIAL SOFT SKILLS

1. Time Management – Could Someone Afford Spending Of Time
2. Recognizing And Respecting Personality – Foundation For Effective People Management
3. How To Avoid Turning Disagreement Into Conflict
4. Setting Targets And Following Up The Results
5. Communication As A Prerequisite For Success
6. Right Sound For Entrepreneurs And Managers
7. Leadership Styles
8. Employee Motivation
9. Win-Win For Long-Term Success

SALES

1. Acquiring Customers
2. How To Successfully Organize Sales Process
3. Sales Planning And Follow Up Activities
4. Strategic Customers Management
5. Communication Skills In Sales
6. Negotiations Skills
7. E-Mail And Letter As A Sales Tool

FINANCE AND CONTROLLING

1. Key Performance Indicators
2. Budgeting – Preparing And Creating Budget

CUSTOMER RELATIONS

1. Customer Wants To Be Impressed
2. Professional Complaint Handling
3. Shift Buyer Into Customer And Customer Into Partner
4. Regular Customers Are Buying More – How To Acquire And Retain The Customer

BUSINESS PLANNING

1. Business Plan – How To Prepare And Create It
2. Strategic Preparation For The Future
3. Business Planning As A Prerequisite For Sustainable Business Success

MARKETING

1. Preparing And Creating Marketing Plan
2. Successful Marketing Of Small Business
3. Brand Management In Small Business
4. Pricing Strategy
5. Successful Product Placement On The Market
6. Market Analysis – Internal And External Sources

LOGISTICS

1. Logistics As A Strategic Business Function
2. Information Technology In Support To Logistics Processes