



**SOFT SKILLS LTD**

Cost Effective, Professional Training



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## **Continuous Staff Development Program**

A Personal and Profession  
skills Development Program

A happy workforce is a performing  
workforce

This program is designed to consistently  
upskill your team and optimize their  
performance.

Working with industry experts in each  
field, we take the team through a  
tailor-made program to address each of  
the following areas

### **1. Personal branding and Self-awareness**

We begin with an Assessment tool which  
allows the participant to get a candid  
picture of who they are and what they  
can realistically expect of themselves -  
After all we cannot change what we  
don't acknowledge.

We then go into a detailed Personal  
SWOT.

The participant is able to learn their  
Strengths, weaknesses, opportunities and  
threats to their own 9 dot problem

**2. Goal setting**

**3. Communication**

**4. Interpersonal Skills and problem solving  
Conflict management**

**5. Professional Etiquette**

**6. Teamwork and Team leadership**

**7. Change management  
Disruption Post covid19 realities Social  
media and technology**

**8. Personal Finance management**

Identifying money personality and blocks  
Debt management - good and bad debt  
Retirement planning  
Investment options

9. Customer experience

10. Personal health and fitness

11. Career development and growth

Identifying opportunities

Going the extra mile

12. Experiential training

These and other modules are delivered to fit the specific client's knowledge gaps

Contact us for a personalized proposal



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8th Floor, The Westery,  
Muthithi Road, Westlands  
P.O. Box 2519 - 00606  
Sarit Center, Nairobi, KENYA  
E-mail: [mail@softskills.co.ke](mailto:mail@softskills.co.ke)  
Tel: +254 792 670 604

[www.softskills.co.ke](http://www.softskills.co.ke)