

# Essential Life Skills: Communication, Time Management & Negotiation

Professional Skills  
Vienna (Austria)  
29 Sep - 03 Oct 2025

UK Traininig

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## **Essential Life Skills: Communication, Time Management & Negotiation**

**Ref:** 3225\_128366 **Date:** 29 Sep - 03 Oct 2025 **Location:** Vienna (Austria) **Fees:** 4400 **Euro**

### **Course Description**

This intensive 5-day course equips participants with essential life skills crucial for personal and professional success. Focusing on effective communication, efficient time management, and strategic negotiation, the course provides practical tools and techniques to enhance productivity, interpersonal relationships, and decision-making abilities.

### **Learning Objectives**

- Develop advanced communication skills for various professional contexts
- Master time management techniques to boost productivity and reduce stress
- Learn effective negotiation strategies for win-win outcomes
- Enhance emotional intelligence and interpersonal effectiveness
- Acquire practical skills for problem-solving and conflict resolution

### **Course Modules**

#### **Day 1: Foundations of Effective Communication**

- Verbal and non-verbal communication
- Active listening techniques
- Overcoming communication barriers
- Adapting communication styles

#### **Day 2: Advanced Communication Skills**

- Persuasive communication
- Public speaking and presentation skills
- Written communication in the digital age
- Giving and receiving feedback

#### **Day 3: Time Management and Productivity**

- Goal setting and prioritization
- Time management tools and techniques
- Overcoming procrastination
- Managing stress and work-life balance

#### **Day 4: Negotiation Fundamentals**

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- Understanding negotiation dynamics
- Preparation and strategy development
- Interest-based negotiation techniques
- Handling difficult negotiations

## **Day 5: Advanced Negotiation and Conflict Resolution**

- Multi-party negotiations
- Cross-cultural negotiation
- Conflict management strategies
- Emotional intelligence in negotiations

## **Practical Wins for Participants**

- Improved ability to communicate clearly and persuasively in various professional settings
- Enhanced productivity through effective time management and prioritization skills
- Increased confidence in handling negotiations and achieving favorable outcomes
- Developed strategies for managing conflicts and building positive relationships

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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+44 7480 775526 / +44 7401 177335