

Essential Life Skills: Communication, Time Management & Negotiation

Professional Skills
Paris (France)
20 - 24 Oct 2025

UK Traininig

PARTNER



Essential Life Skills: Communication, Time Management & Negotiation

Ref: 3225_132042 **Date:** 20 - 24 Oct 2025 **Location:** Paris (France) **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

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 the center of the board.

UK Training
PARTNER

- 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.

UK Training
PARTNER

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335