

List of Courses

- 1.1 English, Soft Skills & Communication Skills for Insurance
- 1.2 Advanced Learners of English - Professional Workshop
- 1.3 English, Soft Skills & Communication Skills for Operational Risk
- 1.4 English, Soft Skills & Communication Skills for Anti-Money Laundering & Financial Fraud
- 1.5 Effective Communication for Cross-Cultural Integration
- 1.6 English, Soft Skills & Communication Skills for Leasing
- 1.7 Workshop for Translators and Writers of English
- 1.8 Performance Workshops
- 1.9 Grammar Workshops
- 1.10 Legal Writing Workshops
- 1.11 English, Soft Skills & Communication Skills for Project Management
- 1.12 English, Soft Skills & Communication Skills for Retail Banking
- 1.13 Relationship Managers: Product & Service Promotion
- 1.14 Workshop for Tax Advisors; English, Soft Skills & Communication
- 1.15 English, Soft Skills & Communication Skills for State Administrators
- 1.16 English, Soft Skills & Communication Skills for Asset Recovery
- 1.17 Professional Business English, Soft Skills & Communication Skills for Commercial Bankers
- 1.18 Business Survival Skills

- 2.1 English, Soft Skills & Communication Skills for Secretaries & Personal Assistants
- 2.2 English, Soft Skills & Communication Skills for Commercial Banking Personnel
- 2.3 Exam Preparation Workshops
- 2.4 Business Writing & Communication
- 2.5 Presentation Skills
- 2.6 Negotiation Skills
- 2.7 English, Soft Skills & Communication Skills for Middle & Top Management
- 2.8 English, Soft Skills & Communication Skills for Call Centers
- 2.9 English, Soft Skills & Communication Skills for Human Resources
- 2.10 English, Soft Skills & Communication Skills for Customer Service Skills
- 2.11 Professional Banking & Business English
- 2.12 English, Soft Skills & Communication Skills for Capital Markets & Stock Exchange
- 2.13 English, Soft Skills & Communication Skills for Legal & Contractual English
- 2.14 English, Soft Skills & Communication Skills for Accounting
- 2.15 English, Soft Skills & Communication Skills for Credit Applications & Loan Documentation
- 2.16 English, Soft Skills & Communication Skills for Credit Risk Management
- 2.17 English, Soft Skills & Communication Skills for Real Estate 1
- 2.18 English, Soft Skills & Communication Skills for Real Estate 2
- 2.19 English, Soft Skills & Communication Skills for Real Estate: Property Description & Sales Promotions

- 2.20 English, Soft Skills & Communication Skills for Real Estate for Secretaries, Receptionists & Personal Assistants
- 2.21 English, Soft Skills & Communication Skills for Supervisory Functions
- 2.22 Office Communication in an International Environment
- 2.23 English, Soft Skills & Communication Skills for Bank Compliance
- 2.24 English, Soft Skills & Communication Skills for Corporate Analysts
- 2.25 English, Soft Skills & Communication Skills for Sales & Product Promotion
- 2.26 Presenting & Defending Business Cases & Projects
- 2.27 Writing, Presenting & Defending Asset Recovery/Bad Debt Cases
- 2.28 Report Writing Workshop
- 2.29 Telephoning Survival Skills
- 2.30 Business Travel Survival
- 2.31 Presentation Skills Coaching
- 2.32 Business English Conversation & Communication
- 2.33 English, Soft Skills & Communication Skills for Managers & Executives
- 2.34 Etiquette & Communication Skills for Medical Professionals
- 2.35 Negotiation, Meeting & Communication Skills Workshop
- 2.36 Financial & Banking English & Communication Skills
- 2.37 English & Communication Skills for Integration with Foreign Partners
- 2.38 English, Soft Skills & Communication Skills for Marketing
- 2.39 English, Soft Skills & Communication Skills for Conference Calling
- 2.40 Negotiation Sales Technique Workshop
- 2.41 English, Soft Skills & Communication Skills for Effective Presentation of Financial Data
- 2.42 Banking & Business Correspondence & Communication for Commercial Bankers
- 2.43 English, Soft Skills & Communication Skills for Credit Simulations via Video Conferencing
- 2.44 English, Soft Skills & Communication Skills for Credit Simulations
- 2.45 Performance Workshop; Reading Comprehension & Interpretation of Texts
- 2.46 Time & Priority Management Techniques
- 2.47 Executive Summary Writing Workshop
- 2.48 Hospitality Industry; Professional Skills for Hotel Housekeeping Staff
- 2.49 Guest Service Skills for the hospitality Industry
- 2.50 Professional Skills in English for the Hotel/Hospitality Industry's Financial Department
- 2.51 Professional Skills in English for Business & Commercial Staff in the Hospitality Industry
- 2.52 Professional Skills in English for Food & Beverage Staff in the Hospitality Industry
- 2.53 Professional Skills in English for Reception, Lobby and Concierge Staff in the Hospitality Industry