

## Business Skills – Fundamental Series

### *Master the critical skills that grow successful businesses and propel dynamic careers*

Being successful in the business world means having a broad range of up-to-date business skills that will help to optimize business productivity. Project management, leadership and management, and customer service training are traditional areas of skill development, but how are your employees' soft skills? Business writing, presentation skills, negotiation skills, conflict management, interviewing skills are only some of the many important soft skills a business person needs to succeed in today's competitive environment.

New Horizons Business Skills training has helped companies grow and develop the skills of their employees, which positively impacts the bottom line by examining business processes and developing key business competencies.

#### **Build Valuable Business Skills in Classes Like These:**

- **Negotiating** – Never lose a deal because of a failed negotiation. Learn to gain control in a negotiation; recognize negotiation tactics used to obtain an advantage over the other party; and respond appropriately to the use of ethical tactics.
- **Quality Management** – How would customers rate the quality of your product or service? Learn the quality management process, identify ways to improve your product or service and the value of becoming a customer-oriented organization.
- **Grammar Skills** – Improper grammar can leave a poor impression of you and your business. Learn how to write letters, proposals, presentations and more with effective sentences and other techniques that ensure clear, accurate communication.
- **Project Teams** – Building a team or working with other departments can be a source of conflict instead of success. Learn to build a project team that works together, communicates effectively and is motivated for success.

#### **The Perfect Business Complement to Your Computer Skills**

New Horizons has put together suggested bundles of applications and business courses to create a learning synergy that will make your employees more valuable.

Popular Combinations Include:		
PowerPoint	and	Effective Presentations
Word	and	Grammar Skills
Excel	and	Financial Management: Basic
Outlook	and	Time Management
Project	and	Project Teams

#### **New Horizons Integrated Learning® Combines Multiple Learning Methods for More Effective Results**

New Horizons will bring immediate value to your organization through our Integrated Learning approach, which encompasses more than just "taking a class." It's a complete method of training, reinforcing, supporting and validating learning through flexible delivery options including Classroom Learning, Online LIVE Learning, Online ANYTIME Learning, and Mentored Learning.

Our learning solution has the ability to assess the skills of individuals before and after class and provides post-class resources to increase knowledge retention, thereby offering a better return on your investment of time and money. Students have access to electronic courseware and Online ANYTIME tutorials, vLabs featuring hands-on experience with real equipment, practice exams, our online interactive technical reference library and more. And, don't forget, courses may be retaken for up to six months from the original class date, absolutely free.

#### **Learn from the Leader**

With over 20 years experience, more than 250 training centers in over 50 countries and over 2,200 instructors, New Horizons is the world leader in computer training.

#### **Optimize Business Productivity with Business Skills from New Horizons**

To register for courses or for more information, talk with your Account Executive or visit us online at [www.newhorizons.com](http://www.newhorizons.com).



### Additional Business Skills Courses Offered:

- *Interviewing Skills*
- *Time Management*
- *Financial Management: Basic*
- *Effective Presentations*
- *Advanced Interpersonal Communication*
- *Business Accounting*
- *Diversity*
- *Managerial Leadership*
- *Financial Management: Advanced*
- *Managing Performance*
- *Coaching*
- *Conducting Meetings*
- *Virtual Teams*
- *Team Participation*
- *Change Management*
- *Frontline Leadership*
- *Sexual Harassment Prevention*

