

## Training Topics

<b>Soft Skills</b>	
Excellence in Customer services	Performance Management
Decision Making & Problem Solving	The Champion Presenter -Building Confidence in Speaking
Managing Human Resource	Training and Development
Personal Grooming for the executives	High Impact Communication Skill
Effective Management Skills	Personality Development
Selling with Excellence	Effective Communication Skills
People's Champion	Effective Presentation Skills
Presentation with an Impact	Art of Business Communication
Selling Skills	Team Building
Bring Charisma to Work	Personal Effectiveness
Performance Enhancement Through Time & Stress Management	Stress Management at Work
Office Management Skills	Selling Through Customer Services
Mentoring skills for managers	Interpersonal Communication Skills
Art of selling in a recession	Handling Difficult Customers
Personal Grooming for the executives	

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<b>Management</b>	
MIS for Textile Management	Survive through Cost Control & Cost Reduction Techniques
Supply Chain Management	SWOT Analysis of Textile Industry
World Wide Modern Techniques to Reduce Cost of Doing Business	Productivity Improvement Techniques
Business Research Methods	Profit Maximization through Productivity Improvement Techniques
Porter's Five Forces	
Strategic Supply Chain Management SSCM (48 hrs)	Strategic Supply Chain Management SSCM (Two Day)
Maximize Profitability through Cost Reduction Strategies	A Road Map to Industrial Revival
	Cost of Quality
Cost Reduction Techniques for Competitiveness & Profit Maximization	Survive through Cost Reduction & Quality Improvements
Survive through Cost Reduction & Quality Improvement	Inventory Management & Control Techniques
Quality Improvement Techniques	Profit Maximization through Quality Improvement Techniques
5s, Kaizen and Innovation	
Quality & Productivity Improvement Techniques	Profit Maximization for Automobiles
Techniques of Quality & Productivity Improvement for Vendor Industry	Industrial Marketing
	MRP & its application to industrial floors
Managing Cost of Doing Business	Fundamentals of Supply Chain Management
Customer Relationship Management (CRM)	Inventory Management E-Learning
COQ and Controlling Techniques	Business Development Strategy
Import and Export Management	Compensation and Benefits Management for HR Professional
Strategic Human Resource Management	Industrial Relations and Labour
	Laws
Contract Labour Management and Relevant Labour Laws	Labour Laws applicable to industries and obligation of employers

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<b>Banking / Finance / Tax</b>	
Competitiveness & Survival	Techniques
Cash Flow Statements	Cost Audit
Internal Control	A Road Map to Economic Revival
Accounting & Bookkeeping Techniques	Budgeting Strategies, Execution, Monitoring and Evaluation
Internal Audit & Internal Control	Accounting for non-Accountants
Inventory Management and Control Techniques	Activity Based Costing
Financial Management	Management Accounting
Cost Accounting	Management Audit for the Staff of ADBP
Planning as an aid to Budgeting	Finance and Accounting for non-financial Executives
Costing Procedures, Systems & Application	Advanced Financial Analysis (3Days)
Islamic Banking	Financial Management for SMEs
Minimizing Risk through Audit Observations & Control Implementation	Credit Management & Managing Over Due Outstanding.
Financial Controls & Auditing	Financial Planning, Control and Analysis
Analysis of Financial Statements for Lending Decision	Performance Analysis – Peer Banks
Future Challenges of Banking Sector	Business Taxation with Special Emphasis on Federal and Provincial Withholding Tax Laws
Financial Analysis - Lenders Perspective	Unlocking Intricacy of Federal Tax Laws with Different Tax Planning Strategies
Capital Budgeting	Making of Financial Statements
Project Financial Modeling	Taxation of Employee Salary and other Income
Unfolding Complexities of Payroll with Important Federal and Provincial	

<b>Information Technology (IT)</b>	
Advance Excel 2010 / 2013 /2016	Advance Excel 2010 /2013 / 2016 with VB and Macros
Dashboard Reporting Excel 2010/ 2013 /2016	Advanced Dashboard Reporting Excel 2010 / 2013 / 2016
Advanced Excel Data Analysis 2010 / 2013 / 2016	Advanced Excel & Database Management (Access & Excel 2010 / 2013 /2016 )
Excel Power Pivot and Power View Dashboard & Advanced Business Intelligence Tools 2010/ 2013 / 2016	MS-office 2007 / 2010 / 2013 / 2016
Advanced Excel Charts & Graphs 2010 / 2013 / 2016	Financial Modeling using Excel 2010 / 2013 / 2016
SAP Courses	Oracle courses

**Note: Training on various other topics can also be designed as per client specific requirement.**