



Sanctum – Soft Skills Training Programs List

Communication Skills	Leadership	Influencing
<ul style="list-style-type: none">• Verbal Communication• Body Language• Physical Communication• Writing• Storytelling• Visual Communication• Humor• Quick-wittedness• Listening Skills• Presentation Skills• Public Speaking• Interviewing	<ul style="list-style-type: none">• Team Building• Strategic Planning• Coaching• Mentoring• Delegation• Dispute Resolution• Diplomacy• Giving Feedback• Managing Difficult Conversations• Decision Making• Performance Management• Supervising• Managing• Manager Management• Talent Management• Managing Remote Teams• Managing Virtual Teams• Crisis Management	<ul style="list-style-type: none">• Facilitation• Selling• Inspiring• Persuasion• Negotiation• Motivating• Collaborating

Interpersonal Skills	Personal Skills	Creativity
<ul style="list-style-type: none">• Networking• Interpersonal Relationships• Dealing with Difficult People• Conflict Resolution• Personal Branding• Office Politics	<ul style="list-style-type: none">• Emotional Intelligence• Self-Awareness• Emotion Management• Stress Management• Tolerance of Change and Uncertainty• Taking Criticism• Self Confidence• Adaptability• Resilience• Assertiveness• Competitiveness• Self-Leadership• Self-Assessment• Work-Life Balance• Friendliness• Enthusiasm• Empathy	<ul style="list-style-type: none">• Problem Solving• Critical Thinking• Innovation• Troubleshooting• Design Sense• Artistic Sense

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Contact Details:+91 8884040488



Business Etiquette Courses

- Business Etiquette Training
- Workplace Professionalism Training
- International Etiquette and Cross-cultural Training
- Dining Etiquette Training
- Workplace Etiquette Training
- New-Hire Professionalism Training
- Etiquette and Professionalism Training for Summer Associates and Interns
- Workplace Professionalism and Etiquette Training for Technical People
- Etiquette Training for Retail Employees
- Protocol Training
- Corporate Concierge Training
- Service Staff Training
- Professional Image and Dress for Success Training
- Business Networking Training
- Client Entertaining Training
- Email Etiquette and Business Writing Training
- Email Etiquette Training

Business Writing Courses

- Business Writing Training
- Practical Business Writing Training
- Advanced Business Writing Training
- Technical Writing Training
- Email Etiquette and Business Writing Training
- Editing and Proofreading Training
- English Grammar Training
- Punctuation Training
- GPO Style Manual Usage Training
- Government Writing Training
- Plain Language Training
- Plain Language for Lawyers Training
- Military Writing Training
- Policy and Procedures Document Writing Training
- Report Writing Training
- Business Writing Training for Non-Native Speakers
- Web Copywriting Training
- Minute-Taking Training

Change Management Training Courses and Workshops

- Change Management Training
- Leading Change Training
- Overcoming Change
- Barriers Training
- Adaptive Management
- Skills Training

Communication Skills Courses and Workshops Directory

- Workplace Communication Training
- Communication Skills Training
- Introductory Communication Skills Training
- Communication Styles Training
- Emotional Intelligence Training
- Assertive Communication Skills Training
- Dealing with Difficult People Training
- Managing Frustration and Anger Training
- Listening Skills Training
- Empathy Training
- Managing Difficult Conversations Training

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	<ul style="list-style-type: none">• Confident and Credible Communication Training• Engagement and Optimism Training• Strengths finder Training• Trusted Advisor Training• Communication Skills for Managers Training• Listening for Leaders Training• Communication Skills for Administrative Professionals Training• Communication Strategies for Virtual Teams Training• Communication Skills for Technical Professionals Training• Managing Up Training• Healthcare Communication Skills Training• Fan Management Training
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Creativity, Critical-Thinking, Decision-Making, and Problem-solving Courses <ul style="list-style-type: none">• Creative and Critical Thinking Training• Creativity Training• Critical Thinking Training• Innovation Training• Decision-Making Training• Collaboration Skills Training• Strategic Planning Training• Critical Thinking in Customer Service Training	Cross-cultural Courses <ul style="list-style-type: none">• Cultural Diversity Training• Cross-cultural Communication Skills Training• Cross-cultural Team- Building Training• International Etiquette and Cross-cultural Training• United States Culture Training• American Culture Training• Expatriation Training
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Customer Service Training Courses <ul style="list-style-type: none">• Customer Service Training• Telephone Customer Service Training• Customer Service Communication Skills Training• Writing Skills for Customer Service Training• Dealing with Difficult Customers Training• Customer Service Refresher Training• Front Desk Training• Help Desk Agent Training	Leadership and Management Training Courses <ul style="list-style-type: none">• Management Essentials Training• Leadership Development Program• New Supervisor Training• Management Training• Employee Accountability Training• Delegation Skills Training• Employee Feedback Training• Mentoring Training• Leadership Training• Coaching Skills for Managers Training
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<ul style="list-style-type: none">• Client Services Training• Chat Skills Training• Fan Management Training• Call Center Agent Training• Critical Thinking in Customer Service Training• Public-sector Customer Service Training• Retail Customer Service Training• Hospitality and Guest Relations Training• Healthcare Customer Service Training• Service Skills for Housekeepers Training• Documenting Customer Concerns Training• Relationship Management Training• Managing Customer Feedback Training• Leading Customer Service Training• Branded Service Training• Coaching Customer Service Training	<ul style="list-style-type: none">• Leadership Skills for Non- Managers Training• Government Employee Engagement Training• Management Basics Training• Leading with Trust Training• Storytelling Training for• Leaders Communication Skills for Managers Training• Performance Management Systems Training• Adaptive Management Skills Training• Performance Management Training• Employee Motivation Training
Facilitation Skills Courses <ul style="list-style-type: none">• Facilitation Skills Training• Advanced Facilitation Skills Training• Meeting Management Training	Human Resources Training Courses <ul style="list-style-type: none">• Interviewing Skills Training• Recruiting Millennials Training• Onboarding and Employee Orientation Design Training• Performance Management Systems Training• Sexual Harassment Training for Individual Contributors• Sexual Harassment Prevention Training for Managers
Diversity and Inclusion Courses <ul style="list-style-type: none">• Diversity Training• Managing Workplace Diversity Training• Generational Diversity Training• Managing Generational Diversity Training• Communication Styles Training• Cultural Diversity Training	Negotiation Training Courses <ul style="list-style-type: none">• Negotiation Training• Negotiation Essentials Training• Conflict Resolution Training• Basic Conflict-Resolution Training• Conflict Management Training• Persuasion and Influence Training• Sales Negotiation Training

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Presentation Skills Courses

- Presentation Skills Training
- Basic Presentation Skills Training
- Executive Presentation Skills Training
- Presenting to Executives Training
- Public Speaking Skills Training
- Confident and Credible Communication Training
- Technical Presentation Skills Training
- Sales Presentation Training
- Product Demonstration Training
- Military Briefing Training
- Virtual Presentation Skills Training
- Extemporaneous Speaking Training
- Improv Comedy Presentation Skills Training
- PowerPoint Design Training
- Storytelling with Data Training
- Media Relations Training

Productivity Courses

- Time Management Training
- Time Management Systems Training
- Organizational Skills Training
- Efficiency and Organizational Skills Training
- Delegation Skills Training
- Stress Management Training
- Administrative Assistant Training
- Minute-Taking Training
- Project Management Training
- Meeting Management Training
- Documenting Customer Concerns Training
- Outlook Training

Sales Courses

- Relationship Selling Training
- Introductory Sales Training
- Sales Prospecting Training
- Sales Negotiation Training
- Telephone Sales Training
- Chat Selling Training
- Trade Show Sales Training
- Product Demonstration Training
- Sales Presentation Training
- Storytelling for Salespeople Training
- Banking Relationship Management Training

Storytelling Courses

- Storytelling Training for Leaders
- Storytelling for Salespeople Training
- Storytelling Training
- Storytelling with Data Training
- Storytelling for Teams Workshop

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Team-Building Courses

- Team-Building Training
- Team Focus Training
- Team Building for Matrix Teams Training
- Collaboration Skills Training
- Communication Strategies for Virtual Teams Training
- Team Purpose Training
- Cross-cultural Team- Building Training
- Strengths finder Training
- Recycled Fashion Design Team-Building Training
- Puppet Design Team- Building Training
- Storytelling for Teams Workshop
- Musical Team-Building Training

Train-the-Trainer Courses

- Train-the-Trainer Training
- Introductory Train-the- Trainer Training
- Advanced Train-the- Trainer Training
- Train-the-Trainer Training for Non-Trainers
- Skills for Leading On-the- Job Training
- Micro learning Design Course
- Creating and Delivering Participant-centered Training
- Accelerated Learning Training
- Storytelling Training
- Game Design Training
- Instructional Design Training
- Safety Train-the-Trainer Training
- Train-the-Trainer for Healthcare Trainers

Professional Skills

- Organization
- Planning
- Scheduling
- Time Management
- Meeting Management
- Technology Savvy
- Technology Trend Awareness
- Business Trend Awareness
- Research
- Business Etiquette
- Business Ethics
- Diversity Awareness
- Disability Awareness
- Intercultural Competence
- Training
- Train the Trainer
- Process Improvement
- Knowledge Management
- Writing Reports and Proposals
- Customer Service
- Entrepreneurial Thinking

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