



# CORPORATE TRAINING COURSE

Whether you're starting out or looking to grow, these training programs are designed to help you build the practical skills employers value most.



## CORE TRAINING AREAS

### ✦ Office Administration

Build strong communication, organization, and digital skills to excel in roles like office assistant, PA, or administrator.

### ✦ Time Management

Learn how to manage your time effectively, prioritize tasks, and stay productive without feeling overwhelmed.

### ✦ Body Language

Understand how your non-verbal communication impacts others and use it to create a confident professional image.

### ✦ Management & Leadership

Develop leadership skills, decision-making ability, and the confidence to manage teams and responsibilities.

### ✦ Personality Development

Overcome stage fear, speak with clarity, and present your ideas with confidence.

### ✦ Public Speaking

Learn workplace etiquette, personal presentation, and how to create a lasting professional impression.

### ✦ Professional Grooming

Learn professional etiquette, personal presentation, and workplace behavior.

### ✦ Negotiation Skills

Develop effective communication and strategies to achieve win-win outcomes.

### ✦ Conflict Management

Learn to handle workplace conflicts with calm, respectful, and solution-focused approaches.

## PROFESSIONAL SKILL COURSES

### Presentation Skills

Improve public speaking, slide design, and audience engagement.

### Report Writing

Develop structured, clear, and professional writing skills.

### Smart PA & Secretarial Skills

Upgrade administrative roles with advanced organizational, communication, and digital skills.

### Customer Service

Build communication, problem-solving, and relationship management skills to enhance customer satisfaction.

### Finance & Budgeting

Understand financial planning, cost control, and resource management.

## WHY CHOOSE THESE PROGRAMS?

- ✓ Practical, skill-based training
- ✓ Career-focused learning
- ✓ Flexible for working professionals
- ✓ Designed to help you grow and advance



## INDUSTRY-SPECIFIC PROGRAMS

### Retail Management

Learn inventory management, merchandising, customer service, and e-commerce strategies.

### Logistics & Supply Chain

Gain skills in supply chain management, freight forwarding, and warehousing.

### International Marketing, PR & Sales

Develop strategies to expand brand presence, manage reputation, and drive global sales.

### HR & Administration

Learn personnel management, HR policies, employee relations, and office operations.

### Banking & Finance

Understand investment, risk management, fintech, and financial systems.

### Banking Operations

Gain knowledge of core banking functions, compliance, and operations.

### Travel & Tourism

Build skills for careers in airlines, hospitality, ticketing, and travel management.

*Invest in yourself.  
Build your future*  
**Enroll Today!**

**Contact Us  
For More Information**

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