

## Corporate Trainings

Program	Modules	Duration (Hours)
<b>Quality / Information Security</b>		
	Overview of ISO 9001 / 27001	4 / 8 hrs
	Overview of CMMI	8 hrs
	Six Sigma Green Belt	4 days
	Internal Auditors training	16 hrs
	Information Security Awareness	4 hrs
	Risk Management Workshop	8 hrs
	Business Continuity Planning	4 hrs
<b>Presentation Skills</b>		
	Business Presentation Skills	8 hrs
<b>Effective Communication</b>		
	Communication Skills	4 hrs
	Email Etiquette	4 hrs
	Telephone Etiquette	4 hrs
	Non-verbal communication	4 hrs
<b>Business Etiquette</b>		
	Business Etiquette	4 hrs
	Personal Grooming	4 hrs
	International Business Etiquette	4 hrs
	Meeting Etiquette	4 hrs
<b>Basic Office Skills</b>		
	Workplace Code of Conduct	8 hrs
	Personal Effectiveness	4 hrs
	Time Management	8 hrs
	Customer Orientation	4 hrs
<b>Behavioral</b>		
	Personal Quality	4 hrs
	Team Work	4 hrs
	Stress Management	4 hrs
	Leadership	8 hrs
<b>General Business</b>		
	Disaster Recovery	4 hrs
	Corporate Social Responsibility	4 hrs
	Work life balance	4 hrs