

# Communication and Time Management Skills Curriculum Guide

## Communication Skills

Course 292  
Communication Skills

Course 294  
Influence Skills

Course 244  
Assertiveness Skills

Course 904  
Responding to Conflict

Course 905  
Facilitating Meetings and Business Discussions

## Writing Skills

Course 319  
Technical Writing Comprehensive Introduction

Course 219  
Business and Report Writing Introduction

## Presentation Skills

Course 903  
Public Speaking

Course 345  
Delivering Dynamic Presentations

Course 194  
Hands-On Visio: Effective Visual Solutions

## Time Management & Personal Performance Skills

Course 344  
Time Management Essentials

Course 297  
Personal Skills for Professional Excellence

Course 246  
Managing Information Overload



“Start Here” Course

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