

A B M A
S K I L L S

'98% of Senior Managers recommended young people invest more time in enhancing life skills, to get ahead of the game in the competitive job market.'

Business Matters

ESSENTIAL BUSINESS SKILLS

**'YOUR FAST TRACK TO
CAREER SUCCESS'**


ACCREDITED BY:

CPD
MEMBER

The CPD Certification
Service

Collective Mark

ENDORSED BY:


ECAM
The Voice of Employers
in Malawi



CvPeopleAfrica.com
talent acquisition and recruitment specialists



ABOUT US

ABMA Skills is part of ABMA Education, an awarding organisation based in the UK and recognised by Ofqual (The Office of Qualifications and Examinations Regulation). ABMA Skills specialises in high impact short courses. We are accredited members of CPD (Continuing Professional Development) and this course is also accredited by CPD.



We are passionate about providing training that is accessible, relevant and beneficial to anyone with the aspiration and drive to seek a better future career. ABMA and its staff are committed to ensuring learning is fun, engaging and ethical and will continually seek to progress promising talent into realised potential.

70%

OF EMPLOYERS FIND IT **VERY DIFFICULT** TO FIND THE DESIRED SOFT SKILLS

SOFT SKILL INTENSIVE JOBS WILL GROW

250%

FASTER THAN OTHER JOBS

60%

OF EMPLOYERS FIND SOFT SKILLS **VERY SIGNIFICANT** WHILE HIRING AN EMPLOYEE

WHY STUDY ESSENTIAL BUSINESS SKILLS?

- A fast track to career success
- Builds work confidence
- Engaging and practical
- Expand your CV with relevant soft skills
- Achieve your career aspirations
- A course backed by industry bodies
- Gain in demand skills needed by employers
- Stand out from the crowd
- Outstanding value
- Official certificate on completion

‘ABMA and their experts have created a course that will make a real difference to both people looking to grow and succeed in demanding workplaces and employers looking for their staff to hit the ground running.’

Bronwyn Harding, General Manager, CV People Africa

‘This ABMA course equips candidates with the skills to enable them to handle various business situations with great poise and confidence.’

ZACCI (Zambia Chamber of Commerce and Industry)

THE COURSE

Developing Key Competencies:

- Time Management
- Problem Solving
- Decision Making
- Report Writing
- Presentation Skills
- Coping with Organisational Change
- Critical Thinking

Working with Others:

- Emotional Intelligence
- Conflict Resolution
- Motivation: Self and Others
- Teamwork
- Leadership
- Coaching and Mentoring
- Networking

The course further encourages the enhancement of:

- Communication skills
- Self-confidence
- Ethical behaviour

As you learn and develop these skills you can immediately put them to use, helping you to confidently go ahead with your chosen career path.



CERTIFICATION COST

£40.00



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To enrol on this course, please contact your
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