

## Core business skills

	English US	English GB	English (GB+US)	French	German	Spanish	Chinese	Japanese	Polish	Dutch	Italian	Finnish	Russian	Brazilian Portuguese	Czech	Arabic	Swedish
How to keep your meetings under control from the very start	●	●	●	●			●		●	●	●						
How to run meetings effectively	●	●	●	●			●		●	●	●						
Getting ready to negotiate	●	●	●	●	●		●		●	●				●			
Maintaining a good working relationship when negotiating	●	●	●	●	●		●		●	●				●			
Make your point more effectively	●	●	●	●	●	●	●	●	●		●		●	●	●		
How to respond when faced with objections	●	●	●	●			●		●	●				●	●		
Preparing your public talk	●	●	●	●			●	●	●	●				●	●		
Capturing and keeping your audience's attention	●	●	●	●	●	●	●	●	●	●	●		●	●		●	
The challenges of corporate ethics	●	●	●	●						●							
Making ethically sound decisions	●	●	●	●						●							