



Professional Development

Berkeley can provide resources internationally to help improve your business practices and workforce productivity. Some of the areas we can assist in include:

(This is a sample list of courses; please keep us in mind for all of your training needs.)

COMMUNICATION SKILLS

BUSINESS COMMUNICATION

- Business Conversations
- Communicating Upwards
- Communication Skills for Leaders
- Communication Success Strategies for Women
- Communicating Globally
- Customer Service: One Step Above
- DiSC Communication Skills
- Dealing with Difficult People
- Email and Voicemail Etiquette
- Generous Listening
- Influencing Skills
- Interpersonal Communication Skills
- Managing Effective Meetings
- Problem Solving and Decision Making
- Turning Conflict into Collaborative Solutions
- Telephone Techniques

CROSS CULTURAL COMMUNICATION

- Celebration of Diversity
- Polishing Written English for the Non-Native Speaker
- Polishing Presentations for the American Culture
- Accent Reduction
- Understanding Multicultural Customers
- Writing Across Cultures
- Presenting Across Cultures

CUSTOMER SERVICE

- Customer Service Excellence
- Organizational Empowerment
- One on One Coaching for Improved Customer Relationships

HUMAN RESOURCES MISSION CRITICAL PROGRAMS

- AB 1825 Compliance Training
- Celebration of Diversity
- Cross Cultural Communication
- First 90 Days – An Onboarding Program
- Respect in the Workplace
- Sexual Harassment Prevention Training

GENERATIONS

- Coaching Generations at Work
- Generational Teambuilding
- Gen Y: Transitioning Smoothly into the Workplace

MANAGEMENT / LEADERSHIP

- Behavior Based Interview Skills
- Coaching for High Performance
- DiSC Sales Leadership
- Emerging Leaders
- Fundamental Concepts of Performance Management
- Hiring and Coaching Excellent Employees
- Leadership Skills for Success
- Leading through Change
- Management in Action
- Managing Remote Teams
- Motivating Employees
- Networking for Results
- Team Leader Training

PERSONAL GROWTH

- Accountability and Empowerment
- Balancing Work and Life
- Business Etiquette and Professional Image
- Creating a Professional Presence
- Creative and Innovative Thinking
- Dealing with Change
- Emotional Intelligence
- Energy Restoration
- Positive Impressions
- Stress Management
- Time Management for the Professional
- Work/Life Balance

PRESENTATIONS

- Presentations with Power
- Advanced Presentation Skills
- Persuading Your Audience
- Technical Presentations
- Train the Trainer
- Powerful Presentation Slides
- Speaking at Professional Conferences
- Presentation Skills for the Sales Professional

PROJECT MANAGEMENT

- Project Management Fundamentals
- Advanced Project Management Skills

SALES

- Sales 101
- Creative Prospecting for the Sales Professional
- Creative Selling for the Sales Professional
- Sales Coaching
- Yes, Selling is My Job
- Managing Client Relations
- DiSC Sales Leadership
- Leading a Diverse Sales Team
- Selling Strategies
- Writing that Sells
- Strategic Sales Presentations
- Proposals for Power
- Understanding Multicultural Customers
- Winning Negotiation Skills
- Time Management for the Sales Professional

TEAMBUILDING

- DiSC Teambuilder
- Being An Exceptional Team Member
- Cutting Edge Team Dynamics (A Vision and Strength Course)
- Leading Diverse Teams
- Outdoor Experiential Teambuilding
- Tandem for Teams
- Team Cuisine!
- Teams and Teamwork
- Virtual Team Work

WRITING

- Write on Target: Effective Business Writing
- Proposals for Power
- Technical, Scientific, and Medical Writing
- Documenting Investigations
- Writing Precise Procedures
- Writing Performance Reviews
- The Art of the Summary