

Contact Us

ABOUT THE SCHOOL



Vi-M Talent Assist is the Talent Management Platform of Vi-M Professional Solutions (www.vi-m.com).

Contact details:

Phone: +234 (810) 793 0666; +234 (817) 320 3657

Email: care@vi-mentalentassist.com.

Website: www.vi-mentalentassist.com

Registration Details:

To register for the school, candidates should call or sms or WhatsApp +234 (810) 793 0666 or +234 (817) 320 3657 or send an email to care@vi-mentalentassist.com or to clients@vi-m.com.

Are you a young talent - new employee, startup business owner, fresh graduate, an undergraduate or even a secondary school leaver?

Would you like to brush up or acquire soft (transportable) skills that will help you at work, in business, in school or life generally?

Vi-M Talent Assist **Soft Skills Finishing School** offers a selection of 25 courses that take cognisance of all the skill areas where young talents usually encounter challenges in their careers. .

Classes are taken twice a week (in the evenings) for 12 weeks. Certificates are issued to participants at the end of the programme.

The programme costs NGN 120,000 only, and this is payable in up to three equal monthly installments.

VI-M TALENT ASSIST SOFT SKILLS FINISHING SCHOOL

School Curricular

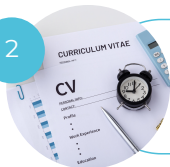
1



Managing your career

1. Plan your career
2. Get your career on the right track
3. Build professional networks
4. Work better with your boss
5. Leverage your performance appraisals

2



Writing your CV and attending Interviews (physical or virtual)

1. What employers are looking for
2. Preparing a great CV or resume
3. How to prepare for a physical interview
4. How to prepare for a virtual interview
5. Positioning yourself to look attractive to prospective employers
6. How to respond to interview questions

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Personal Image Enhancement

1. The basics of good grooming.
2. The right use of clothing styles and accessories for both men and women.
3. The effective use of body language.

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Problem Solving and Decision Making Strategies

1. The fundamentals of problem solving.
2. The fundamentals of decision making
3. Tools and techniques for decision making
4. Ability to make tough decisions.

5



The art of Innovation

1. How to enhance your creativity
2. How to maximize team creativity
3. How to verify and build on ideas.

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Effective Time Management

1. Analyse your use of time
2. Plan and prioritize your time
3. Avoid time stealers

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optimize your performance in a team

1. Be an effective team member
2. Establish team goals and responsibilities
3. Communicate effectively in a team
3. Use feedback to improve team performance
4. The elements of a cohesive team

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Smart work life balance

1. How to accept responsibility for your own work and life results.
2. How to stay in focus despite interruptions.
3. Methods for staying in balance everyday.

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Communication skills

1. How to address and redistribute email
2. How to use email and instant messaging effectively.
3. Business writing: How to write clearly and concisely.
4. Business writing: Knowing your readers and your purpose
5. Business writing: Editing and proofreading
6. Business grammar: Parts of speech
7. Business grammar: Working with words
8. Business grammar: The Mechanics of writing
9. Business grammar: Punctuation
10. Business grammar: Sentence Construction
11. Business grammar: Common usage errors.

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Interpersonal Communication

1. How to communicate with confidence.
2. How to target your message.
3. Listening essentials
4. How to communicate assertively.
5. Being approachable.

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Negotiation Essentials

1. What negotiation is
2. How to plan for negotiation
3. How to communicate during negotiations
4. How to persuade
5. Pitfalls to avoid in Negotiations.

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Emotional Intelligence

1. what emotional Intelligence is.
2. How to improve your emotional Intelligence skills: self awareness and self management .
3. How to use emotional Intelligence on your job or in your business.

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Cross Cultural Communication

1. Culture and its effects on communication
2. How to communicate across cultures
3. How to improve communication in cross cultural relationships.

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Cross Functional Team Work

1. Cross functional team fundamentals.
2. Managing internal dynamics in a cross functional team

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Getting results without Authority

1. Building relationships and credibility
2. Persuasive communication
3. Reciprocity.

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Listening Essentials

1. The basics of Listening.
2. How to improve your listening skills.

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Leading Teams

1. Launching a successful team
2. Establishing goals, roles and guidelines
3. Developing the team and its culture
4. Building trust and commitment
5. How to Foster effective communication and collaboration
6. Motivating and Optimizing performance
7. Dealing with conflict

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Constructive Feedback and Criticism

1. Giving feedback
2. Giving constructive criticism
3. Receiving feedback and criticism.

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Leadership Essentials

1. Motivate Employees
2. Communicate Vision
3. Build your Influence as a leader
4. Lead with emotional Intelligence
5. Lead business execution
6. Lead innovation
7. Lead change
8. Create your own leadership and development plan

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Remote Working

1. Working from home
2. Working Virtual

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Microsoft Excel for Beginners

1. Getting started with Excel
2. Applying basic data formatting in Excel
3. Moving and getting around in Excel
4. Moving data and modifying worksheets in Excel
5. Saving, sending and printing Excel workbooks
6. Using Conditional Formatting, Tables and Sparkline in Excel
7. Reviewing and protecting Content in Excel
8. Using basic formulas in Excel
9. Using basic functions with Excel
10. Inserting basic charts in Excel.
11. Adding Visuals, Themes and styles to Excel workbook.

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Microsoft Word for Beginners

1. Getting started with Word
2. Formatting and working with text in Word
3. Organising and arranging text in Word
4. Moving around in Word
5. Structuring Word documents.
6. Reviewing Documents in Word
7. Saving, sharing and printing in Word
8. Customizing the behavior and appearance in Word.
9. Drawing and Inserting graphics in Word.

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Microsoft PowerPoint for Beginners

1. Getting started with PowerPoint
2. Visually enhancing PowerPoint presentations
3. Adding images to presentation in PowerPoint
4. Using Multimedia and Animations in PowerPoint.

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Basic Presentation Skills

1. Planning a presentation
2. Creating a presentation
3. Delivering a presentation.

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Microsoft Outlook for Beginners

1. Getting started with Outlook
2. Managing conversations and organising email in Outlook
3. Managing attachments, Graphics, signature and auto replies in Outlook.
4. Using the calendar for appointment, events, and meetings in Outlook.
5. Managing meetings and customising the calendar in outlook
6. Outlook social connector and messaging.
7. Working with contacts in Outlook
8. Using the tasks, notes and journal features in outlook.

