



Dale Carnegie Course for Microsoft



This course gives you the human relations skills to thrive in any setting. Discover how to form closer, more rewarding relationships built on trust and respect. Increasing your confidence and competence in interacting with others will gain the influence you need to reach new heights in your personal and professional life.



Learn how to build trust and motivate people to act. Gain ways to project an enthusiastic attitude, communicate logically, clearly and concisely; and energize and engage listeners. Discover ways to manage stress and minimize worry, encourage positive thinking, and commit to continuous improvement.



You'll be better equipped to perform as an influential communicator, problem-solver and focused leader. You'll learn to strengthen interpersonal relationships, manage stress and handle fast-changing workplace conditions. And you'll develop a take-charge attitude initiated with confidence and enthusiasm.



You will tackle complex challenges, expand your ingenuity, and excel in building team harmony. Use the new skills to become a more persuasive communicator, securing your place as a valued contributor. As you become more adept at influencing, you'll find yourself inspiring others to take initiative and innovate.