



Certified Soft Skills Trainer

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified Soft Skills Trainer

A soft skills trainer is a professional who specializes in teaching and developing non-technical skills, also known as soft skills, in individuals or groups. Soft skills are the personal attributes, personality traits, communication abilities, and social cues that enable people to effectively interact, collaborate, and work well with others in various environments.

Why should one take Soft Skills Trainer Certification?

Soft skills like communication, empathy, conflict resolution, and teamwork are essential for fostering a positive and productive work environment.

Organizations are investing in training programs to develop soft skills in their workforce, and individuals are recognizing the need to continually enhance their soft skills to remain competitive and adaptable in today's rapidly changing work landscape.

Vskills Certificate in soft skills training provides a detailed approach to understand the nuances of various soft skills as well as business development, legal and compliance. The certification attests to your understanding and applying skills and knowledge in soft skills training and helps you to stand out amongst your peers to help in gaining better career prospects.

Who will benefit from taking Soft Skills Trainer Certification?

Almost every job or profession benefits from strong soft skills. These skills are transferable and can be valuable in various capacities, contributing to an individual's success and effectiveness in the workplace regardless of the specific job title.

Human Resources Manager, Teacher/Educator, Team Leader/Supervisor, Consultant/Advisor, Entrepreneur/Small Business Owner will benefit immensely by opting for Vskills Certificate in Soft Skills Training to gain an edge in the soft skills training and be noticeable amongst their colleagues as well as make progress in their respective careers.

Students taking the certification also gain by showcasing their understanding of Soft Skills Training and are able to increase their job opportunities.

Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills Certificate in Soft Skills Training Professionals

Soft Skills Trainer professionals are in great demand, especially it companies are looking for skilled Soft Skills Trainer Professionals. Companies specializing in training, education or up skilling are constantly hiring skilled Soft Skills Training Testers. IT companies, MNCs hire Soft Skills Trainers for their in-house needs.

Table of Contents

1. Understanding Soft Skills

- 1.1 Definition and importance of soft skills
- 1.2 Soft skills vs. hard skills

2. Communication Skills

- 2.1 Verbal communication
- 2.2 Non-verbal communication
- 2.3 Active listening
- 2.4 Feedback and constructive criticism

3. Interpersonal Skills

- 3.1 Interpersonal Communications
- 3.2 Building relationships
- 3.3 Conflict resolution
- 3.4 Empathy and understanding
- 3.5 Networking

4. Emotional Intelligence

- 4.1 Self-awareness
- 4.2 Self-regulation
- 4.3 Motivation
- 4.4 Social awareness
- 4.5 Relationship management

5. Leadership and Teamwork

- 5.1 Leadership styles
- 5.2 Team dynamics
- 5.3 Collaboration
- 5.4 Decision-making and problem-solving

6. Time Management and Organization

- 6.1 Procrastination
- 6.2 Planning
- 6.3 Decision-making
- 6.4 Prioritization
- 6.5 Goal setting
- 6.6 Delegation

6.7 Time management techniques

6.8 Productivity and efficiency

7. Adaptability and Resilience

7.1 Coping with change

7.2 Stress management

7.3 Problem-solving under pressure

8. Presentation and Public Speaking

8.1 Effective presentation skills

8.2 Storytelling

8.3 Body Language

8.4 Human Voice

8.5 Overcoming public speaking anxiety

8.6 Engaging an audience

9. Cultural Sensitivity and Diversity

9.1 Cultural awareness

9.2 Inclusivity and diversity

9.3 Cross-cultural communication

10. Customer Service Skills

10.1 Understanding customer needs

10.2 Handling difficult customers

10.3 Customer relationship management

11. Negotiation and Conflict Resolution

11.1 Problem Solving

11.2 Persuasion

11.3 Bargaining

11.4 Assertiveness

11.5 Patience

11.6 Negotiation Techniques

11.7 Conflict resolution strategies

11.8 Mediation

11.9 Collaboration

11.10 Compromise

12. Professionalism and Ethics

- 12.1 Business ethics
- 12.2 Professional conduct and appearance
- 12.3 Workplace etiquette

13. Training and Facilitation Techniques

- 13.1 Adult learning principles
- 13.2 Training design and delivery
- 13.3 Facilitation skills

14. Assessment and Evaluation

- 14.1 Soft skills assessment tools
- 14.2 Measuring skill development
- 14.3 Providing feedback

15. Customizing Training Programs

- 15.1 Adapting training to specific audiences
- 15.2 Developing customized training materials

16. Technology and Soft Skills

- 16.1 Digital communication skills
- 16.2 Online collaboration tools

17. Legal and Compliance Issues

- 17.1 Training within legal boundaries
- 17.2 Data protection and privacy

18. Business Development and Marketing

- 18.1 Marketing your training services
- 18.2 Client relationship management

19. Career Development and Professional Growth

- 19.1 Building a career as a soft skills trainer
- 19.2 Continuous professional development

20. Case Studies and Practical Exercises

- 20.1 Real-life scenarios and role-play activities
- 20.2 Hands-on experience in training delivery

Certifications

- ▶ **Accounting, Banking & Finance**
 - Certified GST Professional
 - Certified AML- KYC Compliance Officer
 - Certified Business Accountant
 - Certified BASEL III Professional
 - Certified GAAP Accounting Standards Professional
 - Certified Treasury Markets Professional
- ▶ **Big Data**
 - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
 - Certified Cloud Computing Professional
- ▶ **Design**
 - Certified Interior Designer
- ▶ **Digital Media**
 - Certified Social Media Marketing Professional
 - Certified Inbound Marketing Professional
 - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
 - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
 - Certified Fitness Instructor
- ▶ **Hospitality**
 - Certified Restaurant Team Member (Hospitality)
- ▶ **Human Resources**
 - Certified HR Compensation Manager
 - Certified HR Staffing Manager
 - Certified Human Resources Manager
 - Certified Performance Appraisal Manager
- ▶ **Office Skills**
 - Certified Data Entry Operator
 - Certified Office Administrator
- ▶ **Project Management**
 - Certified Master in Project Management
 - Certified Scrum Specialist
- ▶ **Real Estate**
 - Certified Real Estate Consultant
- ▶ **Marketing**
 - Certified Marketing Manager
- ▶ **Quality**
 - Certified Six Sigma Green Belt Professional
 - Certified Six Sigma Black Belt Professional
 - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
 - Certified International Logistics Professional
 - Certified Logistics & SCM Professional
 - Certified Supply Chain Management Professional
- ▶ **Legal**
 - Certified IPR & Legal Manager
 - Certified Labour Law Analyst
 - Certified Business Law Analyst
 - Certified Corporate Law Analyst
- ▶ **Information Technology**
 - Certified Angular JS Professional
 - Certified Basic Network Support Professional
 - Certified Business Intelligence Professional
 - Certified Core Java Developer
 - Certified E-commerce Professional
 - Certified IT Support Professional
 - Certified PHP Professional
 - Certified Selenium Professional
- ▶ **Mobile Application Development**
 - Certified Android Apps Developer
 - Certified iPhone Apps Developer
- ▶ **Security**
 - Certified Ethical Hacking and Security Professional
 - Certified Network Security Professional
- ▶ **Management**
 - Certified Corporate Governance Professional
 - Certified Corporate Social Responsibility Professional
 - Certified Leadership Skills Professional
- ▶ **Life Skills**
 - Certified Business Communication Specialist
 - Certified Public Relations Officer
- ▶ **Media**
 - Certified Advertising Manager
 - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
 - Certified Sales Manager
 - Certified Telesales Executive

& many more job related certifications

Contact us at:
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