



# ABOUT US

**Welcome to Pertecnica, your gateway to skill elevation! We specialize in providing targeted training for employees, equipping them with the tools to excel in their roles. Our expert-led programs ensure a seamless blend of theory and practical application, fostering continuous growth. At Pertecnica, we don't just train; we empower professionals for success in today's fast-paced work landscape.**



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# SPECIALIZED TRAINING PROGRAMS

## - for Soft skills

Pertecnica Engineering stands as a beacon in India's employee training arena, renowned for its specialized expertise in honing soft skills essential for professional success. Our tailored services in this domain are meticulously crafted to empower individuals with a diverse range of soft skills including communication, teamwork, adaptability, and emotional intelligence. Through immersive workshops and interactive modules, we foster interpersonal skills and self-awareness, enabling individuals to navigate diverse workplace scenarios with finesse.

### Employee Trainings for Soft skills

Communication Skills	Interpersonal Skills	Leadership and Management Skills
<ul style="list-style-type: none"> <li>• Effective verbal and non-verbal communication.</li> <li>• Active listening and empathetic communication.</li> <li>• Communication in diverse and multicultural workplaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Building positive relationships with colleagues and clients.</li> <li>• Conflict resolution and problem-solving.</li> <li>• Emotional intelligence and relationship management.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership development and leadership styles.</li> <li>• Team building and motivating teams.</li> <li>• Performance management and giving constructive feedback.</li> </ul>



**Time Management and Organization:**

- Prioritizing tasks and managing time efficiently.
- Goal setting and task delegation.
- Organization and productivity techniques.



**Adaptability and Resilience:**

- Adaptation to change and uncertainty.
- Coping with stress and setbacks.
- Developing a growth mindset.



**Creativity and Innovation:**

- Fostering creativity in the workplace.
- Encouraging innovative thinking and problem-solving.
- Brainstorming and ideation techniques.



**Critical Thinking and Decision-Making:**

- Developing critical thinking skills.
- Analyzing and evaluating information.
- Making informed and effective decisions.

**Negotiation and Conflict Resolution:**

- Negotiation strategies and techniques.
- Resolving conflicts and reaching win-win solutions.
- Mediation and dispute resolution skills.

**Customer Service and Relationship Management:**

- Providing exceptional customer service.
- Building and maintaining client relationships.
- Handling difficult customer interactions.



**Networking and Relationship Building:**

- Networking strategies and best practices.
- Building a professional network.
- Leveraging relationships for career growth.

**Public Speaking and Presentation Skills:**

- Effective public speaking and presentation delivery.
- Overcoming stage fright and anxiety.
- Designing compelling presentations.



### Teamwork and Collaboration:

- Effective teamwork and collaboration skills.
- Cross-functional collaboration and project teams.
- Conflict resolution within teams.

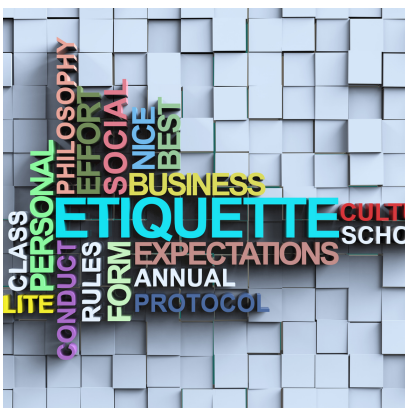


### Emotional Intelligence (EQ):

- Developing emotional intelligence.
- Recognizing and managing emotions in self and others.
- Using EQ for leadership and relationship-building.

### Cultural Sensitivity and Diversity Training:

- Promoting diversity and inclusion in the workplace.
- Cultural sensitivity and awareness.
- Creating an inclusive and respectful work environment.



### Business Etiquette and Professionalism:

- Professional conduct and etiquette in the workplace.
- Business communication and etiquette in various situations.
- Dress code and professional appearance.



## Why Choose Pertecnica Engineering?

- **Expertise & Relevant Experience:** We have in-depth expertise in the specific subject matter and relevant industry experience. This ensures that the training is not only theoretically sound but also practically applicable to real-world scenarios in the company's specific field.
- **Customization and Relevance of Content:** Our tailored programs that align with the company's objectives, culture, and the specific skill gaps of the employees are highly valued.
- **Measurable Outcomes and ROI:** Our training will lead to tangible improvements in employee performance and productivity, thereby offering a strong return on investment (ROI).
- **Flexibility & Innovative Delivery Methods:** Flexibility in terms of scheduling, format (in-person, online, hybrid), and adaptability to different learning styles. We offer innovative and engaging training methods that keep employees motivated and facilitate effective learning.

