



TRAININGS FOR  
PROFESSIONAL DEVELOPMENT  
SERIES 1.3



We provide remote staffing and offshoring support services to foreign companies that want to operate in the Philippines. We also cater to local businesses with IT outsourcing needs.

## OUR SERVICES



Staffing Solutions



Managed Operations



Recruitment & Placement



IT Service Management



Training Solutions



Managed Support Services

## CENTER OF EXCELLENCE

The People4u Center of Excellence team enables and develops the skills of individuals to prepare them for the demands of the modern enterprise. In nurturing talent, by encouraging exploration, we seek to build complete, competent professionals who are able to meet challenges head on.





# PROFESSIONAL DEVELOPMENT

COURSE OFFERINGS

# BUSINESS WRITING



For professionals who want to be effective communicators by delivering the maximum impact on everyday written communications.

At the end of the course, you'll be able to:

- Write concise business documents
- Discuss the different guidelines that are appropriate when writing business documents
- Examine and reconstruct sample business documents



## 2-Day Course Coverage



Subject-Verb Agreement

Subject-Transitive Verb-Direct Object Sentences

Parallelism on Statements

Methods of Exposition

# BUSINESS COLLABORATION



Available to all professionals who wish to be effective speakers by learning the techniques for concise, meaningful conversations.

At the end of the course, you'll be able to:

- Have short, direct-to-the-point conversations
- Use the techniques you learned on business meetings and presentations



## 2-Day Course Coverage



Email Etiquette

Meetings and  
Conference Calls

Preparing the Minutes  
of the Meeting

Writing Business Letters

Creating a Memo

## CUSTOMER SERVICE



Designed to help professionals acquire the right attitude and behavior towards providing the utmost service to customers.

At the end of the course, you'll be able to:

- Identify the guidelines of good Customer Service
- Appreciate the uniqueness of individual interactions
- Have effective, engaging presentations



### 1-Day Course Coverage

- A Guide to Customer Service
- Multicultural Awareness at Work
- Connecting to an Audience
- Dynamic Presentations

# TRAINING PACKAGES

## SPEAKING APPROPRIATELY

The Way to Pleasant Customer Service



2-Day Course



Business Writing



Customer Service

## WORKPLACE COMMUNICATION

The Effective Approach to Collaboration



3-Day Course



Business Writing



Business Collaboration

## MODERN PROFESSIONAL

The Global Professional's Guide to Success



5-Day Course



Business Writing



Business Collaboration



Customer Service



## CONTACT US

For more information about the courses featured here, you may reach us through phone or email. You may also visit our website or you can drop by our office so we can discuss how best we can accommodate your business needs.



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thank  
you