

Dikha Skills Development: Long Courses Planning

Course Name	Course Duration
1. Computer Skills:	14
Word	4
Power Point	4
Excel	6
2. Communication:	12
Written Communication	4
Spoken English	4
Interview	2
CV Writing	2
3. Mental Health	8
Stress Management	2
Self-care Management	2
Emotional Intelligence	4
4. Soft Skills	14
Leadership	2
Team Communication	2
Corporate Etiquette	2
Team Building	2
Conflict Management	2
Negotiation Skill	2
Time Management	2
Total	48