

## Dikha Skills Development: Short Courses Planning

Course Name	Course Duration
<b>1. Computer Skills:</b>	<b>3</b>
Word	1
Power Point	1
Excel	1
<b>2. Communication:</b>	<b>3</b>
Written Communication	1
Interview	1
CV Writing	1
<b>3. Mental Health</b>	<b>2</b>
Self-care Management	1
Emotional Intelligence	1
<b>4. Soft Skills</b>	<b>4</b>
Leadership	1
Corporate Etiquette	1
Conflict Management	1
Negotiation Skill	1
<b>Total</b>	<b>12</b>