



 **ABMA SKILLS**

Essential Business Skills

The UK accredited and certificated short development programme endorsed by employee confederations worldwide and proven to enhance the workforce.

**UK ACCREDITED AND CERTIFICATED
APPROVED BY ABMA**





The ABMA Accredited Programme

Essential Business Skills can enhance your workforces' soft skills to make them high-performing individuals who can save you time and money by becoming more efficient and effective professionals.

By introducing this course, you will be providing the training you need to invest in your staff and their development. Never has it been easier to provide accredited, certificated, effective training that your staff will enjoy.

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This course has been an eye opener for me and it has changed the way I approach things in professional and personal life

Alana Baptiste

The Modules

14 essential business soft skill covered across two strands.

Key Competencies: Time Management, Problem Solving, Decision Making, Report Writing, Presentation Skills, Organisational Change and Critical Thinking.

Working With Others: Emotional Intelligence, Conflict Resolution, Motivation, Teamwork, Leadership, Coaching and Mentoring and Networking.

About IITE

The Island Institute of Tertiary Education (IITE), established in 2010 in the Maldives, is an ISO 9001-2015 certified institution renowned for its diverse educational offerings, including maritime, business, and vocational training. With a vision to prepare graduates for the global market, IITE offers regulated and unregulated programs, emphasizing quality, affordability, and innovation. The Business School and TVET School cater to various sectors, graduating thousands since inception. IITE also specializes in corporate training, focusing on skill enhancement and CSR initiatives, while promoting a sustainable and technologically advanced learning environment.



ENROL TODAY

Island Institute of Tertiary Education

Hotlines: 7921961, 9639992

Email: admin@iite.edu.mv

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I am better able to make sound contributions towards achieving my organisation's goals and objectives...

Susan Ramaul

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I feel more confident in my ability to handle situations and think more logical and in a more strategic manner.

Heidi James

How to start

1. Contact Island Institute of Tertiary Education (IITE) to discuss the programme
2. Register your staff with IITE and pay appropriate fees
3. Staff will master 14 skills critical to the workplace
4. Staff will assess and identify areas for further development in the first session and review again at the end to show growth
5. Receive a CPD accredited certificate from ABMA Skills upon completion of the programme
6. Staff put their developed skills in to practice in the workplace



Contact

For more information contact:

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(IITE)**

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