

# ATM FINISHING SCHOOL

A Division Of ATM INSTITUTE

## CORPORATE READY COURSE

CORPORATE TRAINING

EXPERIENCED PROFESSIONALS WILL DELIVER EACH EXPERTISE

Ideal for school final and degree college students, PG students, job seekers, Faculty of Schools and Colleges, Employees of MNCs, Retail showrooms, boutiques etc. We can also customize sessions.

**DURATION OF COURSE - 60 hours/5 weeks 3pm - 5pm Mon to Fri, 1pm - 3pm Sat**



**Business Etiquette**  
**Conducting Impactful Meetings**  
**Effective Result-Oriented Team Leader**  
**Customer Handling**  
**Relationship Management**



**How To Motivate A Team**  
**& Stay Motivated**  
**Negotiation Skills**  
**Pre Sales/During Sales/Post Sales**  
**Email & Phone Skills**  
**Telesales & Email Marketing**



**Enhancing Brand Visibility**  
**Budget Revenue Vs Costs**  
**Presentation Basics**  
**Business English**



**Interpersonal Relationships at Work**  
**Dealing With Salaries & Appraisals**  
**Loyalty vs Job Jumping**  
**Marketing**



## VENUE FOR COURSE:

ATM INSTITUTE, 201 Revathi Apts,  
ADJ HUDA Maitrivanam,  
(2 mins from Ameerpet Metro Stn)  
Ameerpet 500 038, HYDERABAD

*(ATM Institute is a division of Across The Monde Travel & Tours Pvt Ltd,  
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