



Catalog of Soft Skills Courses and Services

Our team has been engaged in ground-breaking projects around the world for 20+ years. It's composed of individuals with many diverse talents. But there are some traits they all share: they rank in the top tier of their field, enjoy problem-solving, and communicate with clarity and passion. This allows us to offer knowledge services the way no one else does. Eogogics is a sole-source or preferred knowledge services provider for well-known companies in the US and abroad, Federal and state agencies, national labs, universities, trade associations, and nonprofits.



This catalog lists our courses and services related to soft skills, e.g., professional effectiveness, interpersonal communications, teamwork, sales, customer service, technical communications, supervision, management, technical management, leadership, and human resources. (A separate catalog covers our technology courses.) It's updated once a year, while our curriculum and service offerings are constantly growing and evolving. So for the most comprehensive and up-to-date listings, be sure to browse our website:



www.eogogics.com

Call +1 703-281-3525, USA 1 888-364-6442

Or email sales@eogogics.com

Eogogics Inc | Washington, DC, USA

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Professional Effectiveness: Positive Attitude, Empowerment, Time/Stress Management, Creativity, Communications, Presentations, and More

Our curriculum is always growing; for the latest on this curriculum, visit:
<http://www.eogogics.com/soft-skills-leadership/professional-effectiveness>

Course ID	Days	Course Title
EMPOWER	1	Empower Your Mind, Empower Your Business!
POSITIVE	1	The Power of Positive Attitude
TIMEMGT	1	Getting More Done in Less Time: Time & Priority Management
STRESS	1	Stress Management: Coping with Today's 24/7 Jobs!
CREATE	1	Think Smart: Unleash Your Hidden Creativity!
THINKSOLVE	2	Problem Solving and Critical Thinking: Making Sound Decisions in a Fast-Paced World
OUTOFBOX	2	Thinking Out of the Box: A Systems Engineering Imperative
PRESENT	2	Presentations That Inform, Motivate, and Sell!
BIZCOM	1	Business Communication: In-Person, Written, Verbal, and Internet
TWRT	2	Technical Writing: Proposals, Reports, E-mails, and SWOT Analyses
TECHWRITE	2	Hands-on Technical Writing
INTERVIEW	1	Marketing Your Skills in a Behavioral Interview
TRANSITION	1	Career Transition: An Opportunity for Betterment

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Technical Communications Training: Creative Thinking, Writing, Proposals, Presentations, Meetings, Consulting

Our curriculum is always growing; for the latest on this curriculum, visit:
<http://www.eogogics.com/tech-communications>

Course ID	Days	Course Title
CREATE	1	Think Smart: Unleash Your Hidden Creativity!
THINKSOLVE	2	Problem Solving and Critical Thinking: Making Sound Decisions in a Fast-Paced World
TECHWRITE	2	Hands-on Technical Writing
TWRT	2	Technical Writing: Proposals, Reports, E-mails, and SWOT Analyses
WREQ	3	Writing Requirements with Structured Use Case Descriptions
PROPWRITE	2	Writing Successful Proposals
PRESENT	2	Presentations That Inform, Motivate, and Sell!
BIZCOM	1	Business Communication: In-Person, Written, Verbal, and Internet
MEETINGS	1	Effective Meetings: For Leaders and Participants
SERVICE	2	Internal Consulting and Customer Service

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Interpersonal and Teamwork: Team Work/Team Play, Relationships/Conflict Management, Negotiation, Diversity, Change Management, Consulting

Our curriculum is always growing; for the latest on this curriculum, visit:
<http://www.eogogics.com/soft-skills-leadership/interpersonal-teamwork>

Course ID	Days	Course Title
INFLUENCE	2	Influencing Skills: Achieving Results without the Authority
NEGOTIATE	1	Effective Negotiation: Beyond Win-Win!
DIFFICULT	1	Dealing with Difficult Behavior
DIVERSE-S	1	Diversity: Becoming Your Best in a Multi-cultural Environment
RESPECT	1	Building a Respectful Workplace
THREAT	1	Violence in the Workplace: Prevention and Response
HARASS	1	Preventing Sexual Harassment in the Workplace
CONFLICT	1	Conflict in the Workplace: Managing Relationships, Interactions and Conflicts
TEAMPLAY	2	Team Play
CHANGE	1	Change Management: Introducing, Adapting to, and Thriving on Change
SERVICE	2	Internal Consulting and Customer Service

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Management: Supervision, Project/Team Management, Leadership, and More

Our curriculum is always growing; for the latest on this curriculum, visit: <http://www.eogogics.com/soft-skills-leadership/management-leadership>

Course ID	Days	Course Title
TEAMPLAY	2	Team Play
SUPERVISE	2	Step up to Supervision!
COACH	2	Coaching for Superior Performance
PROJMGT2	2	Project Management Workshop
PROJMGT4	4	Project and Team Management Workshop
COSTRED	2	Cost Reduction: Opportunities and Strategies
PEOPLE	3-4	People in Projects: Foundation for Project Success
DOS-DONTS	1	Succeeding at Technical Management: Do's and Don'ts for the Technical Manager
DIVERSE-M	1	Diversity: Managing a Multi-cultural Environment
HARASS	1	Preventing Sexual Harassment in the Workplace
CONFRES	1	Conflict Resolution for Project Managers
INFLUENCE	2	Influencing Skills: Achieving Results without the Authority
LEAD	1	Leadership: Be the Leader Others Want to Follow!
LEAD2	2	Leadership: Becoming an Effective, Confident Leader!
LEAD3	3	Advanced Leadership Workshop: The Vision, the Strategy, and the Execution

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Technical Project Management and Leadership

Our curriculum is always growing; for the latest on this curriculum, visit:

<http://www.eogogics.com/engineering/engineering-management>

Course ID	Days	Course Title
Technical Project Management		
DOS-DONTS	1	Succeeding at Technical Management: Do's and Don'ts for the Technical Manager
PROJMGT2	2	Project Management Workshop
PROJMGT4	4	Project and Team Management Workshop
PROJMGT5	5	Project Management: A Comprehensive Course and Simulation
SWPM	2	Software Project Management
Performance, Quality, Risk, and Cost Management		
DPI	2	Delivery Performance Improvement
QUALMGT	3	Quality Management
RISK	3	Controlling Project Risk: Managing Threats and Promoting Opportunities
COSTRED	2	Cost Reduction: Opportunities and Strategies
ECONENG	2	Engineering Economics: A Comprehensive Workshop
People Management and Leadership		
PEOPLE	3-4	People in Projects: Foundation for Project Success
CONFRES	1	Conflict Resolution for Project Managers
LCHANGE	3	Leading People to Embrace Change
LEAD3	3	Advanced Leadership Workshop: The Vision, the Strategy, and the Execution

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Sales, Customer Service, and Consulting Training

Our curriculum is always growing; for the latest on this curriculum, visit:

<http://www.eogogics.com/soft-skills-leadership/sales-and-service>

Course ID	Days	Course Title
SELLING	2	The Art of Selling: The Science and the Psychology
CUSTSERV	2	Customer Service Excellence: Developing a Customer Centric Culture
SERVICE	2	Internal Consulting and Customer Service

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Courses for Human Resources Professionals: HR Strategy, HR Metrics, Partnering/Aligning, Performance Management, Diversity, Harassment, and More

Our curriculum is always growing; for the latest on this curriculum, visit:

<http://www.eogogics.com/soft-skills-leadership/human-resources>

Course ID	Days	Course Title
HRMET	2	HR Performance Metrics: Think Strategically, Build Alliances!
SERVICE	2	Internal Consulting and Customer Service
COACH	2	Coaching for Superior Performance
CONFLICT	1	Conflict in the Workplace: Managing Relationships, Interactions and Conflicts
DIFFICULT	1	Dealing with Difficult Behavior
DIVERSE-M	1	Diversity: Managing a Multi-cultural Environment
DIVERSE-S	1	Diversity: Becoming Your Best in a Multi-cultural Environment
HARASS	1	Preventing Sexual Harassment in the Workplace
THREAT	1	Violence in the Workplace: Prevention and Response
RESPECT	1	Building a Respectful Workplace
TRANSITION	1	Career Transition: An Opportunity for Betterment

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Employee Development Services

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Our soft skills training programs are complimented by the following services. Click on any service title to view its detailed description on our website.

- [Coaching](#)
- [Leadership Development](#)
- [Performance Improvement Study](#)
- [Conflict Mediation](#)
- [Meeting Facilitation](#)
- [Training and Documentation Development](#)
- [e-Learning Development and Management](#)

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