

How to Say No Professionally

Modality: On Demand

Duration: 15 Min

This course will help you become more professionally competent through acquiring the abilities to define and ensure that your priorities are always put first by you, how exactly can you go through negotiations with other entities and the ways in which you can easily turn down a request without offending the other party.

About the Course:

In modern day work environments, things are often chaotic and sometimes toxic even. Learning the ways to say “No” in a way that it doesn’t offend someone can help you become much more capable of working in such environments very easily.

This course will help you accomplish this goal through 3 ways. Firstly, it will teach you the exact ways to prioritize your own requirements and needs, secondly, tackling negotiation processes without issues and thirdly, refusing any request by other people in an office environment in the right manner.

Course Outline: