

Postgraduate Certificate

Personal Skills and Influence



Postgraduate Certificate Personal Skills and Influence

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Accreditation: 6 ECTS
- » Schedule: at your own pace
- » Exams: online
- » Target Group: Degree holders who have previously completed any of the degrees in the fields of Economics, Social Sciences, Law and Marketing or Advertising Sciences.

Website: www.techtitute.com/us/school-of-business/postgraduate-certificate/personal-skills-influence

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01 Welcome

In a business environment characterized by globalization and technological evolution, organizations face constant challenges that require highly skilled leaders to generate a collaborative work atmosphere and drive organizational performance. In this context, managers play a key role in making strategic decisions and managing teams. As such, they need advanced leadership skills to positively influence others. In this way, these professionals will be able to motivate workers and promote innovation in their companies. In view of this, TECH presents a complete university program that will offer the most sophisticated strategies to resolve conflicts in institutions, manage time properly and negotiate effectively. In addition, it is taught in a convenient 100% online format.



Postgraduate Certificate in Personal and Influence Skills
TECH Global University



“

Thanks to this 100% online Postgraduate Certificate, you will lead work teams effectively to increase business performance and foster a highly collaborative environment”

02

Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class center for intensive managerial skills education.



“

TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"

At TECH Global University



Innovation

The university offers an online learning model that balances the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"*Microsoft Europe Success Story*", for integrating the innovative, interactive multi-video system.



The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

95%

of TECH students successfully complete their studies



Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

+100000

executives prepared each year

+200

different nationalities



Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

+500

collaborative agreements with leading companies



Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.



TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



Analysis

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



Academic Excellence

TECH offers students the best online learning methodology. The university combines the Relearning method (postgraduate learning methodology with the best international valuation) with the Case Study. Tradition and vanguard in a difficult balance, and in the context of the most demanding educational itinerary.



Economy of Scale

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.



Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



At TECH, you will have access to the most rigorous and up-to-date case analyses in academia"

03

Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.



“

We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you education of the highest academic level”

This program will provide you with a multitude of professional and personal advantages, among which we highlight the following:

01

A Strong Boost to Your Career

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of students achieve positive career development in less than 2 years.

02

Develop a strategic and global vision of the company

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional fields.

Our global vision of companies will improve your strategic vision.

03

Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.

04

You will take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.

05

Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

You will find a network of contacts that will be instrumental for professional development.

06

Thoroughly develop business projects.

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different fields in companies.

20% of our students develop their own business idea.

07

Improve *soft skills* and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.

08

You will be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified teachers from the most prestigious universities in the world: the TECH Global University community.

We give you the opportunity to study with a team of world-renowned teachers.

04 Objectives

Upon completion of this university program, professionals will have a wide range of tools to effectively lead teams and promote a highly productive work environment. Graduates will also enhance their effective communication skills to express their ideas clearly and persuasively, as well as to actively listen to others in order to maintain strong and positive relationships. In addition, experts will develop skills in conflict resolution from an uplifting perspective.



“

TECH is a cutting-edge technological university that puts all its resources at your disposal to help you achieve business success”

TECH makes the goals of their students their own goals too
Working together to achieve them

The **Postgraduate Certificate in Personal Skills and Influence** will enable students to:

01

Communicate your ideas in a clear, persuasive and contextually appropriate way

02

Motivate, guide and empower workers to achieve common goals

03

Reach satisfactory agreements through dialogue and the search for mutually beneficial solutions





04

Identify, address and resolve conflicts in a constructive manner

05

Develop skills to persuade and convince others in an ethical and effective manner

06

Establish and maintain strong and positive interpersonal relationships in the work environment

05

Structure and Content

The Postgraduate Certificate in Personal Skills and Influence is a tailor-made program based on a 100% online modality, so you can choose the time and place that best suits your availability, schedule and interests. An academic itinerary that takes place over a period of weeks and ensures a unique and stimulating experience that will lay the foundations for your professional success.



“

You will be able to identify, address and resolve conflicts constructively in just 180 hours thanks to this revolutionary university program”

Syllabus

This Postgraduate Certificate in Personal Skills and Influence is a high-intensity program that will enable graduates to develop advanced competencies to lead multidisciplinary work teams. Therefore, the curriculum will delve into issues ranging from Strategic Communication or quality of work life to the most effective methodologies for optimal time management.

During 180 teaching hours, the student will analyze ultimate practical cases through individual and team work. It is, therefore, a real immersive experience in real business situations.

This university program will deal in detail with issues associated with Organizational Behavior, among which the psychological well-being of workers and personnel management stand out. In addition, the academic itinerary will enable graduates to develop management skills such as effective communication, decision making and negotiation skills.

In this way, the program is designed to enable business professionals to acquire excellence in the field of business management and team management.

Moreover, TECH offers a convenient 100% online format that allows students to plan their own schedules and reconcile their studies with the rest of their daily activities. At the same time, in the Virtual Campus, graduates will find materials in different formats (such as explanatory videos, case studies or specialized readings) to reinforce the concepts in a dynamic way.

This Postgraduate Certificate is developed over 6 weeks and is structured into 3 modules:

Module 1

Organizational Behavior

Module 2

Strategic Communication

Module 3

Management Skills



Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Certificate in Personal Skills and Influence completely online. During the 6 weeks of the specialization, the student will be able to access all the contents of this program at any time, which will allow them to self-manage their study time.

A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.

Module 1. Organizational Behavior

1.1. People in Organizations

- 1.1.1. Quality of Work Life and Psychological Well-Being
- 1.1.2. Work Teams and Meeting Management
- 1.1.3. Coaching and Team Management

Module 2. Strategic Communication

2.1 Personal Skills and Influence

- 2.1.1. Impact and Influence
- 2.1.2. Public Speaking
- 2.1.3. Stress Mastery
- 2.1.4. Time Management

2.2 Conflicts in Organizations

- 2.2.1. Interpersonal Conflicts
- 2.2.2. Conflict Conditions
- 2.2.3. Consequences of Conflicts

2.3. Negotiation

- 2.3.1. Intercultural Negotiation
- 2.3.2. Negotiation Focuses
- 2.3.3. Effective Negotiation Techniques
- 2.3.4. Restructuring

Module 3. Managerial Skills

3.1 Time Management

- 3.1.1. Planning, Organization and Control
- 3.1.2. The Methodology of Time Management
- 3.1.3. Action Plans
- 3.1.4. Tools for Efficient Time Management



06

Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





“

Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

“

At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world”



This program prepares you to face business challenges in uncertain environments and achieve business success.



A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.

“ *You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments”*

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

Our program prepares you to face new challenges in uncertain environments and achieve success in your career.

Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



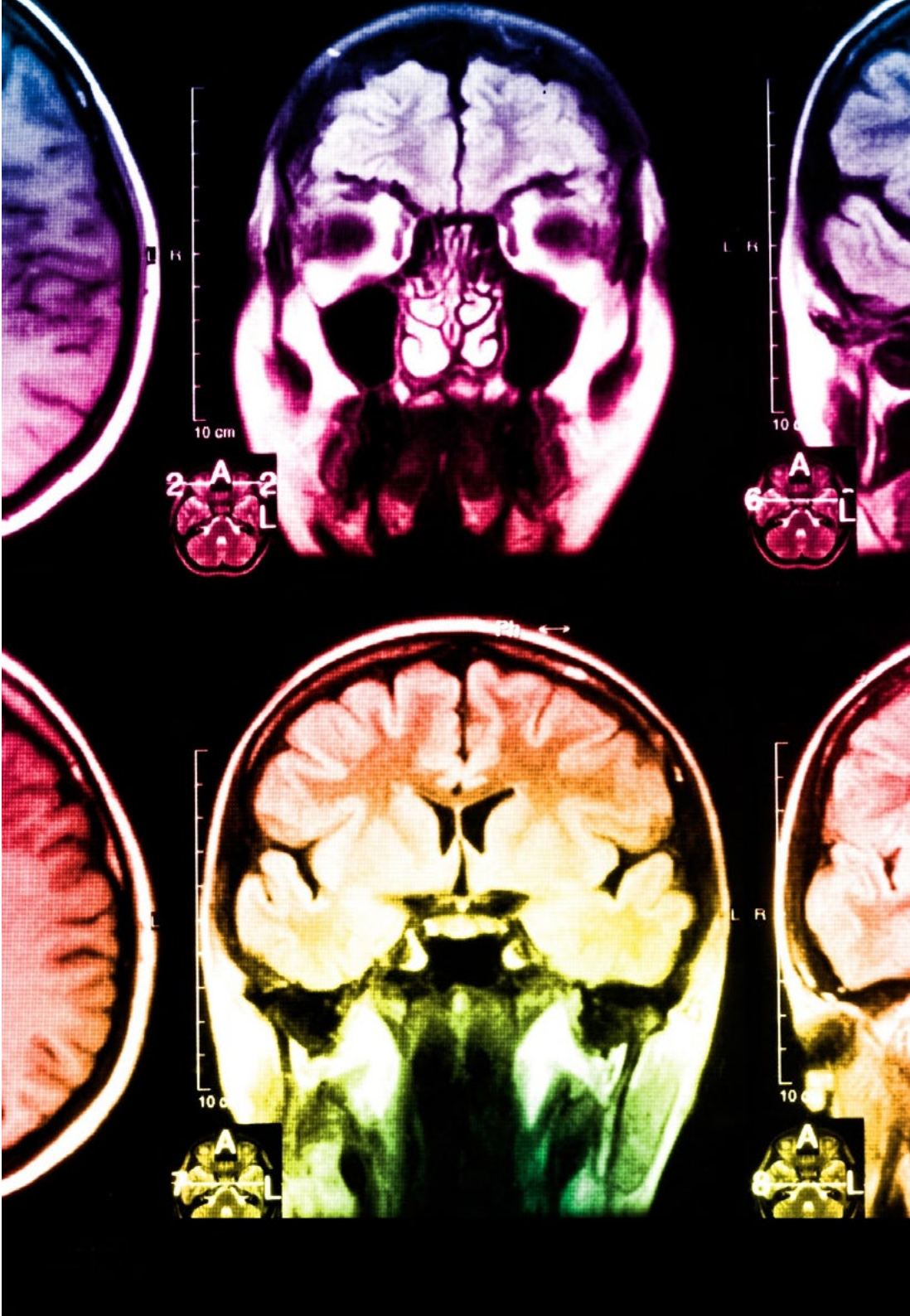
In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



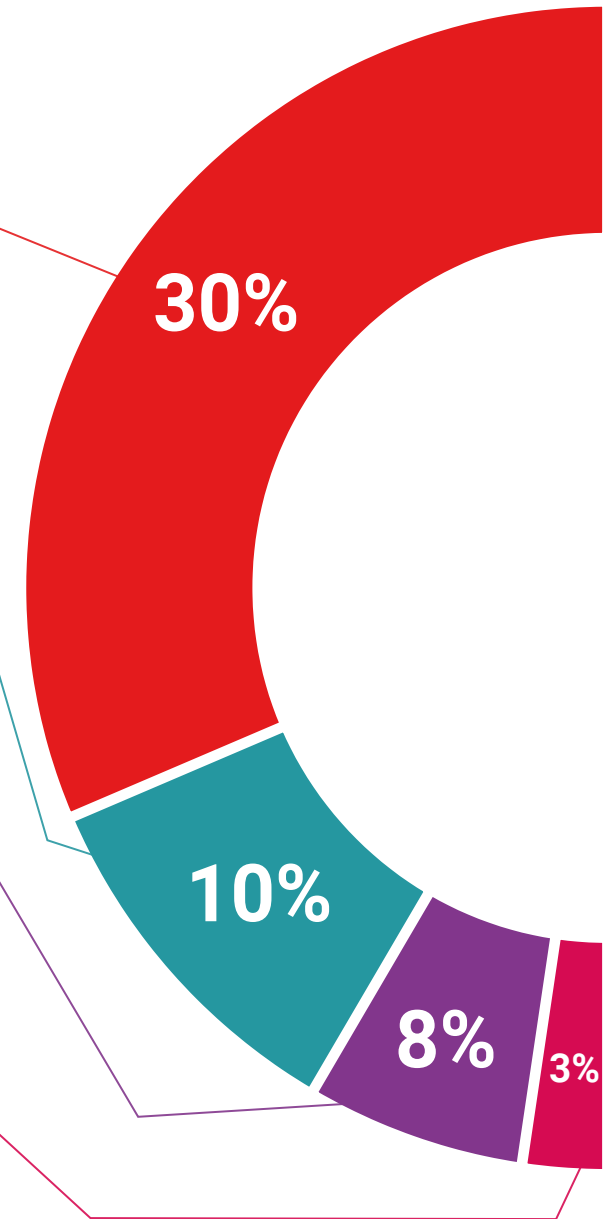
Management Skills Exercises

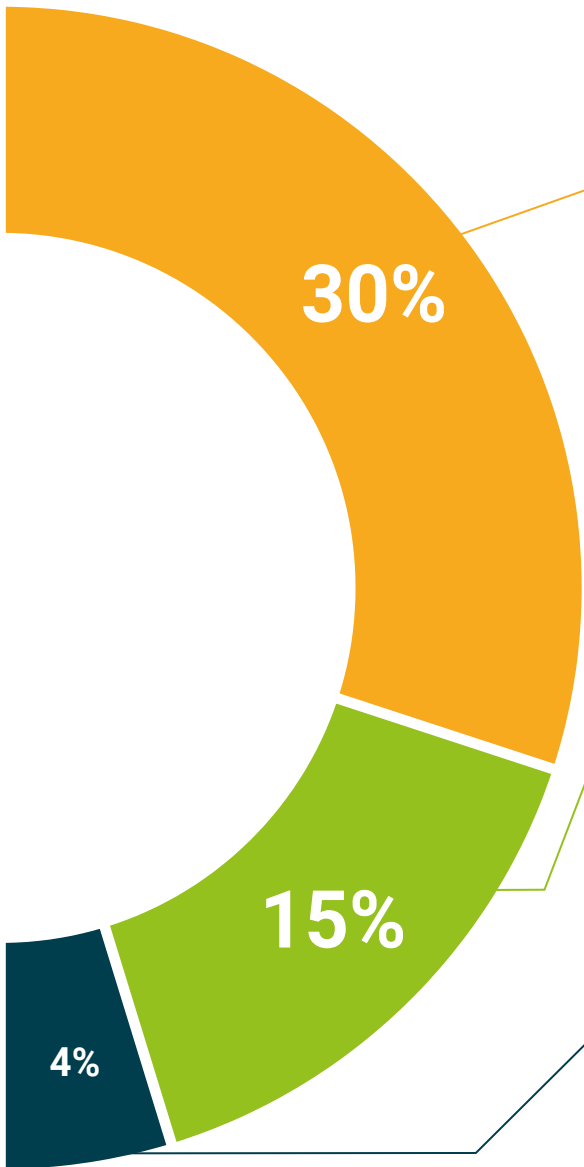
They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



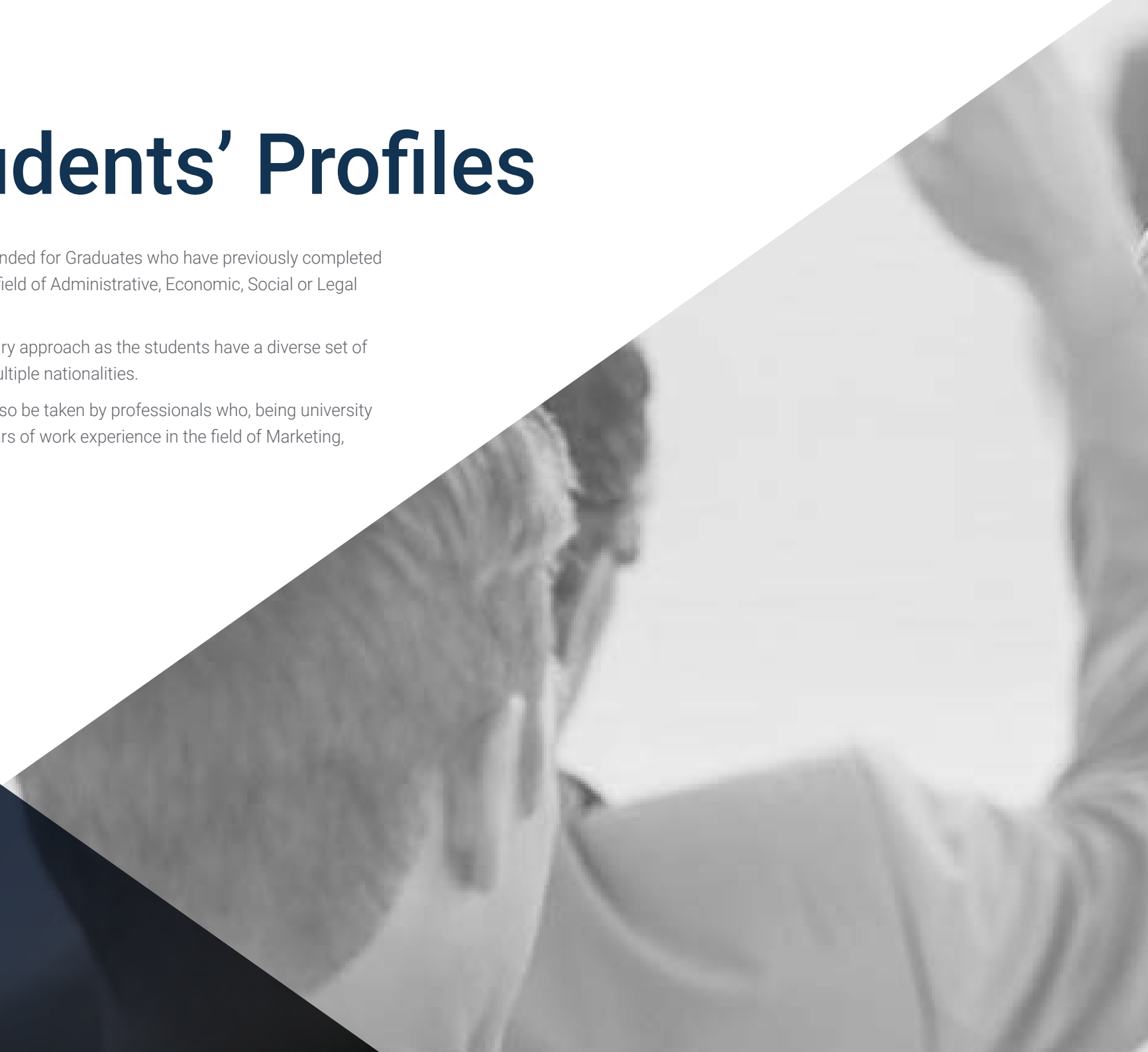
07

Our Students' Profiles

The Postgraduate Certificate is intended for Graduates who have previously completed any of the following degrees in the field of Administrative, Economic, Social or Legal Sciences.

This program uses a multidisciplinary approach as the students have a diverse set of academic profiles and represent multiple nationalities.

The Postgraduate Certificate can also be taken by professionals who, being university graduates in any area, have two years of work experience in the field of Marketing, Advertising and Communication.





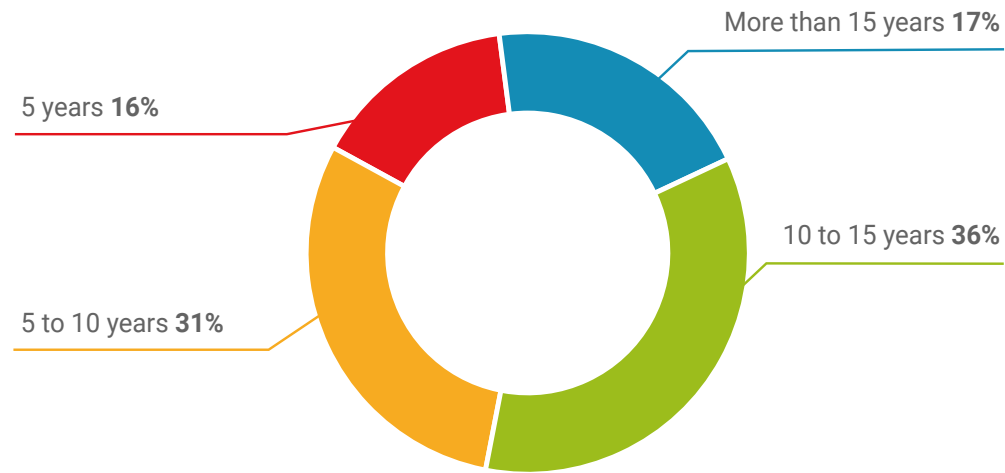
“

If you have experience in advertising and are looking to optimize your professional performance while continuing to work, this is the Postgraduate Certificate for you”

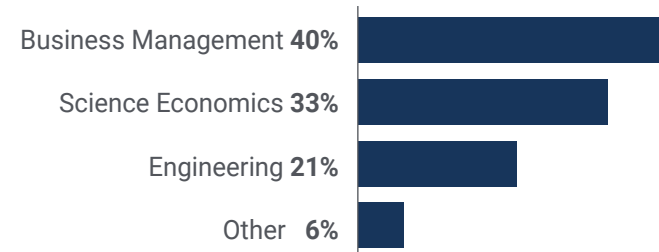
Average Age

Between **35** and **45** years old

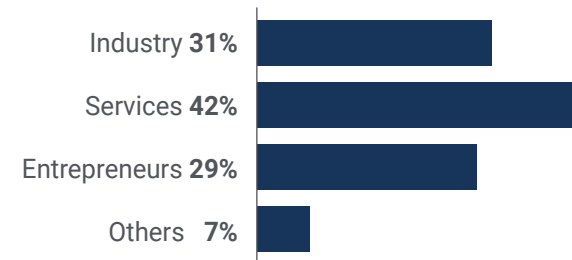
Years of Experience



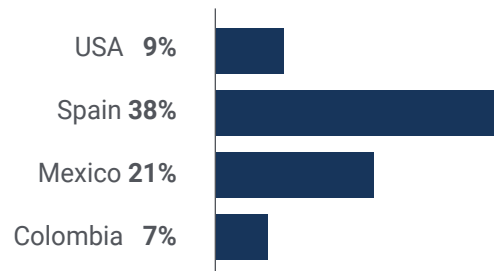
Training



Educational Profile



Geographical Distribution



Enrique García Hernández

Commercial Banking Director

"I am grateful for the knowledge and skills I acquired during TECH's Postgraduate Certificate in Personal Skills and Influence. Without a doubt, it has been an invaluable investment in my personal development and has provided me with the necessary tools to improve both my leadership and communication and conflict management"

09

Impact on Your Career

The completion of this university program will open new opportunities for graduates to advance their professional careers and lead teams efficiently. In this sense, specialists will develop advanced communication skills that will improve interpersonal relationships in the workplace. In addition, professionals will implement the most effective techniques to resolve conflicts constructively.





“

You will become a true leader in your organization and will foster a more effective work environment that implies higher performance”

Are you ready to take the leap? Excellent professional development awaits you

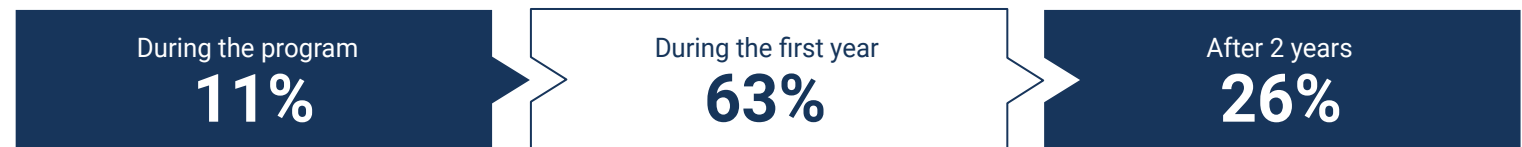
TECH's Postgraduate Certificate in Personal Skills and Influence is an intensive program that prepares you to face challenges and managerial decisions in the field of business. The main objective is to promote your personal and professional growth. Helping them achieve success.

If you want to improve yourself, make a positive change at a professional level, and network with the best, then this is the place for you.

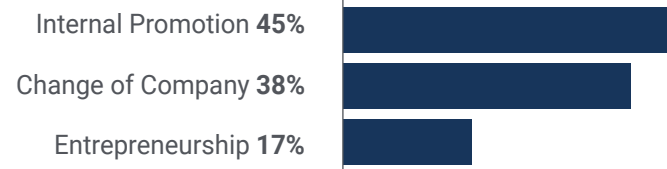
Looking to experience a leap in quality in your profession? With this Postgraduate Certificate in Personal Skills and Influence you will achieve it in only 180 hours.

You will enhance your ability to adapt to new situations, demonstrating flexibility and problem-solving skills.

Time of Change



Type of change



Salary increase

This program represents a salary increase of more than **26.24%** for our students



10

Benefits for Your Company

This program helps to leverage the maximum talent of companies through the instruction of top-level leaders. In this way, professionals will develop effective communication skills, optimize decision making and facilitate both problem solving and team management.

Furthermore, by participating in this university program, graduates will have the opportunity to access a powerful network of contacts where they can find future professional partners, clients and even suppliers.





“

In the midst of the digital era, managers must integrate new processes and strategies that bring about significant changes and organizational development. This is only possible through university updates"

Developing and retaining talent in companies is the best long-term investment.

01

Growth of talent and intellectual capital

The professional will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.

02

Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the professional and opens new avenues for professional growth within the company.

03

Building agents of change

You will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.

04

Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets in the world economy.



05

Project Development

The professional can work on a real project or develop new projects in the field of R & D or business development of your company.

06

Increased competitiveness

This program will equip students with the skills to take on new challenges and drive the organization forward.

11

Certificate

The Postgraduate Certificate in Personal Skills and Influence guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Global University.



“

Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”

This private qualification will allow you to obtain a **Postgraduate Certificate in Personal Skills and Influence** endorsed by **TECH Global University**, the world's largest online university.

TECH Global University is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** private qualification is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Personal Skills and Influence**

Modality: **online**

Duration: **6 weeks**

Accreditation: **6 ECTS**





Postgraduate Certificate Personal Skills and Influence

- » Modality: **online**
- » Duration: **6 weeks**
- » Certificate: **TECH Global University**
- » Accreditation: **6 ECTS**
- » Schedule: **at your own pace**
- » Exams: **online**

Postgraduate Certificate

Personal Skills and Influence

