Soft Skills for Professionals

This course offers you the most effective methods and practical tools for personal effectiveness.



Skills such as working together, communicating convincingly and self-reflection are essential to remaining valuable to your current and future employers. Do you feel that your ideas are insufficiently accepted and that you have difficulty convincing others? Do your obstructive thoughts get in the way of your ambitions? The training Soft Skills for Professionals offers you the most effective methods and practical tools for personal effectiveness. You will learn to understand the other person better, give your message clearly, increase your adaptability and act decisively. With sound communication and social skills you will be able to distinguish yourself as a professional.

Features

Study duration	4 months
Investment	€2,995.-
Number of locations	11

Unique benefits

- ✓ Develop multiple soft skills in one training session
- ✓ Learn from professionals in other fields
- ✓ Individual coaching
- ✓ The entire course is taught in English

Result

- ✓ You know your strengths and talents to achieve your personal goals
- ✓ You are able to portray your message and increase your influence in working with others.
- ✓ You know how you experience and influence the behaviour of others
- ✓ You can use your communication style flexibly and attune it to your interlocutor
- ✓ You know what you need and you dare to stand up for this
- ✓ You have a clear vision of your future and work

Target audience

This course is suitable for all professionals including project managers, ICT, financial, sales, marketing and HRM professionals who want to distinguish themselves as professionals with communication and social skills. Professionals who see soft skills as an important mechanism for their personal development and who want to influence and steer other people's behaviour.

Programme

Day 1: Personal effectiveness

– Formulating personal goals

– Discovering strengths and talents

– Overcoming obstacles

Day 2: Effective communication

– Levels of communication

– Dealing with resistance

– Making effective use of your communication style

Day 3: NLP

– Fundamentals and principles of NLP

– Making contact and 'reporting

– Impact of unconscious patterns

Day 4: Influencing effectively

– Perception and perception of behaviour

– Effect of your behaviour on your environment

– Flexible use of different communication styles and tools

Day 5: Assertive performance

– Convincing and hampering thoughts

– Dealing with difficult conversations and conflict management

– Increasing your assertiveness

Day 6: Developing your own talent

– Needs in the current labour market

– Internal Entrepreneurship

– Development from goals to a plan for the future

Study method

Intake

Before the course you will gain access to the ICM interactive learning environment. Here you will fill in an online intake form in which you answer a number of questions to ascertain your personal learning goals. This way you are optimally prepared for the course and during the meetings there is extra opportunity for practice-oriented learning and room for discussing your own coaching experiences. A highly experienced team coach will guide you during the many active exercises.

Experienced trainers

An experienced trainer will supervise the classroom meetings in which your learning needs are central. Your trainer is a professional expert.

Blended learning

At ICM we believe in blended learning, where online learning enhances classroom learning. Because you gain knowledge beforehand, there is more time to learn from each other during a classroom meeting.

Practical assignment and practical examples

During the course you will work with a specific assignment from your situation. If you do not have suitable examples at your disposal, you can use our examples and cases.

Online learning environment

In addition to the interactive training sessions, you will work with the rich online learning environment that supports you in the learning process. After the course, you will have one year access to all the online material for deepening and reference work.

Personal action plan

At the end of the course you will write a personal action plan. With this action plan you will make sure that you will continue learning even after the course is completed.

ICM-certificate

After completing the course, you will receive your ICM certificate.

Locations & date

The course times are 9.30 to 17.00, comprised of 6 meetings spread over 5 months. This course can also be followed completely online via the virtual classroom.

The course takes place in November 2026, January 2027, March 2027, September 2027, December 2027 and March 2028.

You can choose from the following locations, days and shifts:

Online Virtual Classroom	Day: Monday, Wednesday or Friday
Amsterdam	Day: Friday, Wednesday or Monday
Arnhem	Day: Wednesday, Monday or Friday
Breda	Day: Monday, Wednesday or Friday
Den Bosch	Day: Wednesday or Monday
Den Haag	Day: Monday or Wednesday
Eindhoven	Day: Wednesday, Friday or Monday
Groningen	Day: Monday, Friday or Wednesday
Rotterdam	Day: Monday, Wednesday or Friday
Utrecht	Day: Friday, Wednesday or Monday
Zwolle	Day: Wednesday, Friday or Monday

Investment

The investment is €2,995.-.

This excludes € 57.50 per day for the day arrangement or € 25.00 per evening for the evening arrangement. For online meetings we do not charge arrangements fees.

VAT

The total investment is excl. VAT. Exemption from VAT is possible. In that case you pay 10% on top of the investment price.

More information

Financing

There are various options for subsidies for both employers and private individuals to follow a training.

More information

Possibilities for your employer

Many employers have a training budget that allows employees tot develop and grow in their career. You can find out what the options are within your organization by checking your terms of employment or by checking with your manager or HR.

Invoice

The invoice for this course will be sent after the first meeting. If you would like to receive it beforehand, you can mention this in the comment section of your enrolment form.

Study method Virtual Classroom

When you attend this course in the Virtual Classroom, this study method applies

Incompany

ICM also offers this course incompany, tailor-made for your organisation.

Advice

For more information and registration look at:

https://www.icm.nl/opleidingen-en-trainingen/courses-in-english/soft-skills-for-professionals/

Or call 030 – 29 19 888 for a personal study advise