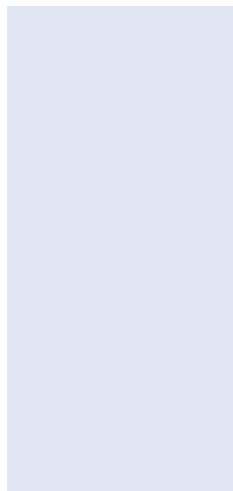


Staying cool and confident under pressure

"So, Susan, your report indicates you support forging ahead with the expansion but have you considered the impact this will have on our customers? Surely you remember the fiasco in Dallas last year when they tried the same type of project?"
 Yikes! If you're Susan, you're likely feeling under pressure! You have to answer the question and allay the CEO's concerns about the disruption to customers. What do you do? What do you say? How do you say it? What if you can't think of anything to say? This is not an uncommon situation. Whether you are put on the spot while attending a meeting, presenting a proposal, selling an idea, or answering questions after a presentation, articulating your thoughts in unanticipated situations is a skill. Thinking on your feet is highly coveted skill and when you master it, your clever and astute responses will instill immediate confidence in what you are saying. When you can translate your thoughts and ideas into coherent speech quickly, you ensure your ideas are heard. You also come across as being confident, persuasive, and trustworthy. Confidence is key when learning to think on your feet. When you present information, give an opinion or provide suggestions, make sure you know what you are talking about and that you are well informed.



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Visa Consultants 1) Minimum 2 years relevant industry experience 2) Able to communicate effectively in English/Sinhala or English/Tamil/Sinhala 3) Responsiveness to customer requirements at all times	Job Description - 1) Assess suitability of potential client's visa requirements 2) Guide and advise clients on appropriate visa procedures as per client requirements 3) Ensure completion of relevant documentation in a timely and accurate manner 4) Awareness of new visa guidelines and regulations in order to effectively communicate same to client
Legal Assistant 1) LLB (Hons) degree in (English Medium) 2) Successfully passed final examination from Law College 3) Prior experience is preferable but not mandatory 4) Ability to effectively and fluently communicate in English 5) Self motivated and (Preferably Female)	Job Description - 1) Draft contractual agreements 2) Ensure accuracy in document preparation 3) Update the relevant organizational personnel on updated regulatory guidelines as and when required
Marketing Executive 1) Part qualification in CIM/SLIM 2) Able to communicate effectively in English 3) Result oriented 4) Experience in the marketing field will be an added advantage	Job Description - 1) Liaise with existing customers in order to increase market share 2) Acquire new customers in order to increase Business Development activities 3) Deal with media organizations in order to negotiate/obtain the most suitable rates 4) Regularly update relevant personnel in the organization on latest marketing trends
Trainee Graphics Designer 1) Creative and energetic 2) Excellent knowledge of Illustrator and Photoshop 3) School leavers may apply 4) Team player	Job Description - 1) Designing of Artwork 2) Concept development 3) Liaise with the customers to ensure customer specifications are met
Trainee Office Executive 1) 1 year relevant experience 2) Ability to communicate effectively	Job Description - 1) Attend to daily office requirements 2) Communicate with relevant external parties as and when required 3) Check accuracy of payments receipts, documents, invoices etc.
IELTS Trainers 1) University Degree 2) One year of IELTS teaching experience . (with IELTS training qualification, ESL or TOEFL English teacher certificate preferred) 3) Must be interested in teaching/Professional teacher	*Attractive remuneration package with fringe benefits is on offer, depending on qualifications, experience of the candidate. Interested candidates are requested to send an updated CV to jobs@cduk.lk within 10 days of this advertisement. Please indicate the post applied for in the e-mail subject.

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