

NAME: SANJIV SADANA (Consultant Trainer)

### **EXPERIENCE OVERVIEW:**

Sanjiv Sadana is an NLP(IFCNLP,U.K.) & EQ(6Seconds,U.S.A) certified Consultant Trainer,trained at IBM & Dimensionz, specializing in English Speaking, Soft Skills, Communications & Accent Training. An MBA(T&D) Graduate with over 12 years of training experience, Sanjiv has trained varied audience pools from school to MBA Students to new hire/mid & senior management professionals. A dynamic trainer with excellent Communication and Interpersonal Skills, he has conducted numerous workshops on various topics like Accent Neutralization, English Speaking, Transition into Corporate Life, Business Etiquette, GD Skills, Interview Skills, Motivational Skills, Team Building Skills, Cross Cultural Sensitivity, Team Building, Verbal & Non Verbal Communication, E mail Etiquette, Customer Service, Inter Personal Skills, Transactional Analysis, Presentation Skills, Negotiation Skills, Telephone Etiquette, Stress Management & Time Management amongst others. He also trains in Accent Neutralization

Some of the MNC Clients he has trained for are Tech Mahindra, 24/7 Customers, Infosys, IBM, Sunguard,Honeywell, etc. to name a few.

He worked for Wipro & IBM(Culture and V&A Trainer) before becoming an independent Facilitator & Life Skills Coach. Earlier, he was overseeing a joint family business for 14 years. Having lived in Singapore, Kenya & India, he has been exposed to & interacted with various cultures.

A keen sportsman, he has swum at the National Level & has an International Squash title to his name.

He believes that the potential of all human beings is latent within. It is all about becoming accountable to oneself by taking responsibility and ownership of one's life. He is committed to helping individuals and companies across the globe reach their potential.

He currently also does pro bono leadership programs for the Swiss Head Quarters NGO, Initiatives of Change, with participants from across the globe in Panchgani.

## **EXPERTISE AREAS**

**Voice & Accent-** Grammar, Accent neutralisation, American Culture sensitisation and consumer psycho graphics, Enhanced British accent & culture sensitisation, SET (skill enhancement training) refresher programs on language and neutral accent

**Business Communication-** Business writing skills, e mail etiquette, business correspondence

**Soft Skills-** Customer service, Call handling skills, Interpersonal skills at work, Selling skills (direct marketing), Persona Enhancement, Team handling skills, Body language , Presentation skills, Business & telephone etiquette, Stress management, Empathy, Transactional analysis, Non- verbal communication, Corporate etiquette amongst others

**Train the Trainer** – Accent Neutralisation, Grammar, and Facilitation Excellence

**Spoken English/Grammar**

**EQ SEI Assessments**

**Peak Performance Coaching**