Workshops on Professional Development

Workshops	Duration	Brief Description
Effective Communication	3 hrs	Understanding the importance and skills required to communicate effectively
Listening Skills	1 day	Identifying the ways of building effective listening skills and its benefits
Be your Brand	4 hrs	Identifying key elements to making an impactful first impression and creating a personal brand
Before you Hit send (Business writing skills)	4.5 hrs	E-mail etiquette continues to be one of the most important skills among many businesses today, responding to and managing emails, setting the right tone, along with use of appropriate themes will be the key components of this module.
Telephone Etiquette	2.5 hrs	Understanding the importance and skills required for an effective telephonic conversation in business settings
Meeting Etiquette	2.5 hrs	Identifying the basic norms and etiquette to be followed in business meeting as an organizer and an attendee. Understanding how to handle meeting disrupters
Assertiveness	4 hrs	Define Assertiveness and demonstrate varied ways to be able to able to put your point across for a win-win situation
Interviewing Skills	1day	Discuss the stages involved in an interviewing process. Identifying the questioning techniques required to hire the right talent on board.
Coaching for Results	1 day	Define the role of coaching to improve performance and developing coaching skills in using the GROW technique
Situational Leadership	4 hrs	Describing the Four leadership styles and selecting the most appropriate style to suit employee's development level.
Get set for success	2 hrs	Examine the relationship between career aspirations & goals Discuss the importance of setting effective goals for one's personal and the team's future.
Time Management	3 hrs	Identifying on how to efficiently manage Tasks/Time to meet deadlines and effective ways of setting and achieving goals.
Building Self Confidence	2 hrs	Understanding Self Confidence and its impact And to learn the art of creating the confidence and thereby projecting a positive self-image
Empathy and Compassion	2 hrs	Differentiate between Empathy, Sympathy & Compassion Apply Empathetic listening skills for stronger relationships
Team Building	4 hrs	Discuss the four stages of Team building and benefits of collaborating as a team to achieve individual and team goals.
Managing People	8 hrs	An opportunity for you to maximize your potential and effectiveness as a team manager by exploring practical management skills and leadership techniques
Train the Trainer (Basic Facilitation Skills)	16 hrs (2 days)	Create training content incorporating the Adult Learning Principles, and that appeals to learners with varied Learning Styles. Demonstrate effective facilitation skills

		and the ability to handle challenging situations encountered during facilitation
How to give feedback during appraisal process	2.5 hrs	Demonstrate the process of providing effective performance feedback. Recognize and avoid the Common Rating Errors