

KARUNAKARA RAO BOTCHA

EXECUTIVE COACH, CORPORATE TRAINER & CONSULTANT







With around 20 years of Training experience in

** Communication Training & consulting*

** Behavioral training *organizational development*

**Language acquisition *Holistic Health and well-being*

CAREER HIGHLIGHTS

-  *Founder Director and Chief Coach, AWITA Consulting LLP*
-  *Around 20 years of experience in English Language Training, Communication (Business & Interpersonal) and Behavioral Training; Personal and Organizational Development*
-  *Strong interpersonal skills, effective communication and presentation skills*
-  *Ability to custom-design and deliver result-oriented training programs*
-  *Coaching-oriented and Intuitive approach to training*
-  *Employs Emotional Intelligence and Transactional Analysis (TA) widely in training*

SKILL SET

I. Language Acquisition/Development

- ✓ INDUSTRY-SPECIFIC FUNCTIONAL ENGLISH Programs
- ✓ Technical Writing for Professionals
- ✓ Competency-based Language Development
- ✓ Accent-Neutralization / Accent Training
- ✓ Effective Group Discussion, Interview Skills for Employability
- ✓ Telephone English for customer care

II. Business /Organizational Communication

- ✓ **IMPACT:** Effective Business Communication Skills (Business Writing and Speaking)
- ✓ Effective E-mail Communication
- ✓ Effective Presentation and Public Speaking Skills
- ✓ Business / Social etiquette and Presentability Skills

III. Behavioral Training/ Managerial Effectiveness

- ▶ **THE 3 LEVELS OF COMMUNICATION** (*Informational, Interpersonal and Influential*)
- ▶ **RESULT-ORIENTED INTERPERSONAL COMMUNICATION** (ROC)-based on **TA** (*Transactional Analysis*), **EQ** (*Emotional Intelligence*) and *Effective Communication Strategies at the Workplace*
- ▶ Interpersonal Effectiveness for Professionals
- ▶ **ORGANIC TEAMS:** Team-building & Group Dynamics
- ▶ Assertiveness Skills for the Workplace

- ▶ Conflict Resolution Skills for the Workplace
- ▶ Execution Excellence and Supervisory Skills

IV. Personal and Organizational Development

- ❖ **RESONANT LEADERSHIP THROUGH EMOTIONAL INTELLIGENCE**
- ❖ THE 3 V'S PROGRAM: VISION, VALUES AND VENTURE for individuals and organizations
- ❖ MINDFULNESS FOR LEADERS
- ❖ OD (Organization Development) Consulting for Organizations (with a co-trainer)
- ❖ OWNERSHIP, ACCOUNTABILITY AND RESPONSIBILITY (OAR)
- ❖ Personal Effectiveness and Productivity (*Goal-setting, Time- Management, Organizing skills*)
- ❖ Body language, Self-esteem and Confidence

V. Holistic Health & Wellness

- ❖ HOLISTIC DIET AND EXERCISE for Health and well-being
- ❖ Proper Breathing for Holistic Healing
- ❖ Holistic Relaxation for Stress-free life
- ❖ Meditation/Stillness for Focus and Productivity

CURRENT / RECENT ASSIGNMENTS

1. Dr. Reddy's Laboratories Ltd

- *Functional English and Business Communication Skills for Trainee Executives (Speaking, Writing, Presentation Skills and technical Writing Skills)*

2. JSW Energy Ltd (a Jindal Group Company)

- **Business and Workplace Communication** for Senior Management People (Including Presentation and Public Speaking Skills)
- *Competency-based Functional English for Senior management*

4. The India Cements Ltd

- *Business Communication Skills for Senior Managers (I. Presentation Skills-Organization and Preparation; Body Language, Para-linguistics; II. Business writing-Writing Effective mails, Organization and Structure, Common Expressions)*

5. Hetero Drugs Ltd

- *Result-oriented Communication for Managers (Communication levels; Interpersonal Relations using **TA** (Transactional Analysis) in communication; **Emotional Intelligence** and **Communication and Perception**; Personality Styles and Communication; Effective Communication Strategies for the workplace)*

6. Aurobindo Pharma Ltd

- *Organizational Development: **Ownership, Accountability and Responsibility** (OAR)*
- *Executive Skills Development Program (for Staff and Executives on Team building, Workplace Behaviour and Workplace Communication)*
- *Document Writing Skills for QA Department Staff*

7. KCP Sugar and Industries Corporation Ltd

- *Out Bound Training Program (on Leadership Skills, Effective Supervision, Communication and Team-building)*

7. Visaka Industries Ltd

- *Leadership Skills for managers and staff*
- *Interpersonal Skills and influencing skills for managers and executives*
- *Functional English for Production Engineers*

CLIENTS ASSOCIATED WITH/AREAS OF TRAINING:

- **Dr. Reddy's Laboratories Ltd** *(Functional English and Workplace Communication for senior management personnel (1-1 coaching))*
- **GMR Group (GMR Varalakshmi Foundation and GMR IT)** – *(Visioning and Team Building for NGO's and healthcare professionals; Faculty Development for Engineering College Staff; Aptitude training for job-seekers)*
- **JSW Energy Ltd** – *(Corporate English for senior management, Business and Workplace Communication for Senior Management)*
- **The India Cements Ltd** - *(Business Communication Skills for Senior Managers; Holistic Health and Wellness for stress reduction))*
- **Biological E Ltd** - *(Business English and Technical Writing; Effective E-Mail Writing and Customer Care and Listening Skills)*
- **GVK Bio Informatics Ltd** – *(English for Technical writing, Business English, Listening Skills)*
- **MSN Laboratories Pvt. Ltd** - *(Business Communication and Interpersonal Skills Training for managers; Functional English (Spoken and written) for executives)*
- **Aurobindo Pharma Ltd** - *(Functional English for Executives and Staff, Supervisory Skills and Executive Excellence; Holistic Health and Wellness)*
- **KCP Sugar and Industries Corporation Ltd** - *(OBT on Leadership Skills, Effective Supervision, Communication and Team-building)*
- **NCL Industries Limited** - *(Functional English; Cultural Sensitivity when communicating with foreign clients)*
- **Revolve Engineers Pvt. Ltd** - *(Functional English for Service Engineers, Business Etiquette and Customer care Skills)*
- **Hetero Drugs Ltd** - *(Functional English for Marketing staff, Business Etiquette, Workplace Communication)*
- **Medwrite India Software Solutions Pvt. Ltd** *(Business English and Customer-oriented Communication for software Engineers)*
- **Visaka Industries Ltd** *(Leadership Skills for managers and staff ; Interpersonal Skills and influencing skills for managers and executives; Functional English for Production Engineers)*
- **GGK Technologies** - *(Functional English for Software Engineers, workplace Behavior and Communication)*
- **ABD Shasta Pvt. Ltd** – *(Team Building for Managers)*
- **Pridesys Technologies** - *(Communication and Soft Skills for Teams, Conflict Resolution among teams, Emotional Intelligence)*
- **HDFC Bank Ltd** – *(Functional English and Business Etiquette for Field staff)*
- **Birla Sun Life Insurance Ltd** - *(Motivational training, Goal-setting, Sales Communication)*
- **Bajaj Allianz General Insurance Company Limited** - *(Motivational training, Goal-setting, Sales Communication)*

- **Globus Retail Pvt. Ltd** - (*English for Retail staff, Problem-solving with customers*)
- **Institute of Hotel Management (IHM)-Hyderabad** – (*Emotional Intelligence and Career Development Skills for Hotel Management Graduates*)
- **ICSI (The Institute of Company Secretaries of India - Hyderabad Chapter)** - (*Motivation and Goal-setting, Study Skills and time Management*)
- **Guru Nanak Group of Institutions** – (*Employability Skills for Engineering Students – Interpersonal Communication Skills, Resume-writing, Group Discussion, Interview skills, Team working and career Development*)
- **GDMM Engineering College**, Vijayawada - (*Employability Skills for Engineering Students – Spoken English, Resume-writing, Group Discussion, Interview skills*)

PAST RELEVANT EXPERIENCE SUMMARY

- **Business Communication Faculty: Dr. Narayana College of Hotel Management**, Hyderabad for 2 years
- **Motivation Trainer: The Institute of Company Secretaries India**, Hyderabad Chapter for 2 years
- **Functional/Spoken English Trainer: Russell's Spoken English Pvt. Ltd**, a leading Spoken English Training academy in India, for 3 years (part-time/parallel employment)
- **Functional/Spoken English Trainer: VETA** (Vivekananda English Training Academy), another leading Spoken English Training academy in India, for 5 years (part-time/parallel employment)

PROFESSIONAL CERTIFICATIONS:

BTA (Bachelor of Transactional Analysis)-Pursuing

Certification in Transactional Analysis Foundation Program-ICTA, 2015

NLP Practitioner's Program, Pranavam Life Solutions, 2014

PGCTE (Post-graduate Certificate in Teaching English): EFLU (English and foreign Languages University), formerly CIEFL, Hyderabad, 2006

ACADEMIC CREDENTIALS

M. A. (English Literature): Andhra University, Visakhapatnam, 2001

B. Ed (English & Educational Psychology): St. Mary's College of Education, Visakhapatnam, 2003

M.A (Psychology): IGNOU (Indira Gandhi National Open University)