

TRAINING MODULES

2011-12

S.No	Program Name	Objectives	Month/ Duration	Remarks
1	Campus to Corporate (Probationers/ Graduate Engineer Trainees)	<p>Understand:</p> <ul style="list-style-type: none"> <li>• Officer/ Executive like qualities (O/ELQ)</li> <li>• Various facets of O/ELQ and its relevance in Corporate Governance.</li> <li>• Junior leadership.</li> <li>• The process of decision making.</li> <li>• Team /Group Dynamics.</li> <li>• Importance of Etiquettes &amp; Social Graces</li> </ul>	<p>Jun'11 &amp; Jul'11  (3 Days)</p>	Outbound
2	Situational Leadership	<ul style="list-style-type: none"> <li>• Analyzing situations and developing appropriate leadership styles</li> <li>• Managing adversities</li> <li>• Lead multidisciplinary teams and manage conflict.</li> <li>• Devising a plan to meet organizational objectives.</li> </ul>	<p>May'11  Sep'11  Nov'11  Jan'12 &amp; Mar'12  (2 Days)</p>	Outbound

3	Sharpen your Axe (Staff & Supervisors)	<ul style="list-style-type: none"> <li>• Understand ones' obligations toward ones' self and the organisation.</li> <li>• Roles of Staff, Supervisors and Managers in an organisation.</li> <li>• Judicious utilization of the available resources.</li> <li>• Technique of managing the human resources for optimum organisational gains.</li> <li>• Give Constructive Feedback and Follow up Workgroup Targets.</li> <li>• Counsel Non-performing Employees.</li> </ul>	Jun'11  Sep'11  Nov'11  &  Feb'12  (3 Days)	Outbound
4	Winning Edge (Decision Making)	<ul style="list-style-type: none"> <li>• Dimensions of leadership</li> <li>• Making crucial success choices.</li> <li>• Constructive Discomfort</li> <li>• Importance of trust and faith in team work.</li> <li>• Impartiality and fairness are foundations of teambuilding</li> </ul>	May'11  Oct'11  &  Dec'11  (4 Days)	Outbound
5	Different Stroke (Team Building)	<ul style="list-style-type: none"> <li>• Difference between self managed and cross functional teams.</li> <li>• Importance of synergy in mission accomplishment.</li> <li>• Importance of trust and faith in team work.</li> <li>• Minimize Conflict, and Support Challenge.</li> <li>• Uncover a Team's varied styles of Problem-solving, Communication, and Conflict management.</li> </ul>	25-28 Apr'11  Oct'11  Dec'11  &  Feb'12  (4 Days)	Outbound
6	Talent Management	<ul style="list-style-type: none"> <li>• Knowledge Management</li> <li>• What is Talent Management?</li> <li>• The new H R Mission and Talent Management Process</li> <li>• Why Talent Management is required.</li> </ul>	Sep'11  Dec'11  &  Feb'12	Outbound

			(2 Days)	
7	Corporate Warfare	<ul style="list-style-type: none"> <li>• Understanding warfare as applicable to the corporate world.</li> <li>• Inter relationship between the conventional and corporate warrior/battlefield.</li> <li>• Importance of strategy, planning, coordination, maintenance of aim, flexibility, optimum utilization of resources all essential for task accomplishment and winning battles.</li> <li>• Importance of intelligence as a force multiplier. for task accomplishment</li> </ul>	Jan'12  (2 Days)	Work Shop
8	Counter Money Laundering	<ul style="list-style-type: none"> <li>• To understand the concept and process of money laundering and counter measures to prevent the same.</li> </ul>	Jun'11  (2 Days)	Work Shop
9	Corporate Subversion	<ul style="list-style-type: none"> <li>• Get sensitized all on the requirement of being security conscious.</li> <li>• Become more aware about the existing drills and procedures related to counter subversive actions.</li> <li>• Get updated regarding the existing security operating procedures and drills.</li> <li>• Develop Individual Skills and Competences to Thwart subversion.</li> </ul>	Aug'11  (2 Days)	Work Shop
10	Safalta Ki Aur	<ul style="list-style-type: none"> <li>• Achievement &amp; Goal Setting.</li> <li>• Risk &amp; Time Management.</li> <li>• Dealing with Ambiguity.</li> <li>• Working Under Pressure</li> </ul>	May'11  (2 Days)	Workshop
11	Executive/Officer Like Qualities	<ul style="list-style-type: none"> <li>• RELEVANCE OF E/ OLQ's IN TODAY'S CORPORATE ENVIRONMENT</li> <li>• Junior Leadership &amp; Follower ship</li> <li>• Power &amp; Authority</li> <li>• Inculcating institutional values with emphasis on organizational pride, culture, traditions, accountability, esprit de corps etc</li> <li>• Social graces</li> </ul>	May'11  &  Jul'11  (2 Days)	Outbound
12	Creative Thinking and Emotional Intelligence	<ul style="list-style-type: none"> <li>• Lateral Thinking.</li> <li>• Interrelationship Management.</li> <li>• Interpersonal Skills.</li> </ul>	Jul'11  (2 Days)	Work Shop

13	Critical Thinking, Impact & Influence Training	<ul style="list-style-type: none"> <li>• Analytical.</li> <li>• Logical Reasoning.</li> <li>• Problem Solving.</li> <li>• Out of Box Thinking.</li> <li>• Decision Making.</li> <li>• Adapting to Change.</li> </ul>	Sep'11 (2 Days)	Work Shop
14	Counter Terrorism & Security Management	<ul style="list-style-type: none"> <li>• Get sensitized all on the requirement of being security conscious.</li> <li>• Become more aware about the existing drills and procedures related to terrorist actions.</li> <li>• Get updated regarding the existing security operating procedures and drills.</li> <li>• Reduce unwarranted causalities.</li> <li>• Develop individual skills and competences to thwart terrorists.</li> </ul>	Jul'11 (2 Days)	Workshop
15	Sales & Marketing Effectiveness	<ul style="list-style-type: none"> <li>• Interpersonal Communication.</li> <li>• Persuasion &amp; Achievement Orientation.</li> <li>• Time &amp; Task Management, Client Management &amp; Networking Skills</li> </ul>	Aug'11 (2 Days)	Outbound
16	Personal Effectiveness thru-Business Communication, Planning & Prioritization	<ul style="list-style-type: none"> <li>• Self Awareness &amp; Motivation.</li> <li>• Self Esteem &amp; Confidence.</li> <li>• Oral &amp; Presentation skills.</li> <li>• Accent Neutralization.</li> <li>• Written Communication.</li> <li>• Stress Management.</li> </ul>	May'11 (2 Days)	Work Shop
17	Business Etiquette	<ul style="list-style-type: none"> <li>• Professionalism at the Work Place.</li> <li>• Cubicle &amp; Meeting Protocol.</li> <li>• Email Etiquette.</li> <li>• Telephone Etiquette.</li> <li>• Dining Etiquette.</li> </ul>	Aug'11 (2 Days)	Work Shop