



SEARCH CONSULTANTS-HRD
(ISO 9001:2008 Certified)

Training Module (2012-13)

S.No	Program Name	Ideal for	Objectives/ Key Learning Areas	Months	Remarks
1	Emerging Leaders	<ul style="list-style-type: none"> • Probationers • Graduate Trainees • Managers (Junior Level) • Team Leaders, • Promotes/ inducted managers • Future Managers. 	<ul style="list-style-type: none"> • Junior leadership. • Officer/ Executive like qualities (O/ELQ) • Etiquette & Social Graces • Decision Making Process • Team /Group Dynamics. • Managing Transition • Resource Management • Assertive Communication • Perceptions Vs Real Corporate Life 	MAY JUN JULY NOV DEC	Outbound
2	Executive/Officer Like Qualities (Campus to Corporate)	Probationers	<ul style="list-style-type: none"> • Relevance of E/ OLQ's in Today's Corporate Environment • Junior Leadership & Follower ship • Power & Authority • Inculcating institutional values with emphasis on organizational pride, culture, traditions, accountability, esprit de corps etc • Etiquette and Social graces 	APR MAY JUNE	Outbound
3	Situational Leadership	All Executives	<ul style="list-style-type: none"> • Manage conflict and adversities • Leading multidisciplinary teams • Analyzing situations • Devising a plans to meet objectives • Developing appropriate leadership styles. • Judicious use of power • Essential Communication skills • Recognizing stress and rewarding great behavior • Assertiveness skills 	OCT NOV DEC FEB	Outbound



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4	Sharpen your Axe (Staff & Supervisors)	<ul style="list-style-type: none"> Supervisors & Future Managers Managers (Junior Level) Team Leaders. 	<ul style="list-style-type: none"> Understand the concept of followership and leadership. Practice key supervisory / management skills Develop and nurture teams' Judicious utilization of the available resources. Motivate and harness the team potential and abilities Learn to communicate effectively. Understand and explain ones' obligations toward the organisation. Counsel Non/under performing team members 	MAY JUN FEB MAR	Outbound
5	Winning Edge (Decision Making)	<ul style="list-style-type: none"> All Executives Junior/Middle/ Senior 	<ul style="list-style-type: none"> Importance of trust and faith in team work. Impartiality and fairness. Understand the decision making process (Collection, collate, Evaluation and Dissemination) Constructive Discomfort Making crucial success choices. Managing Diversity. 	OCT NOV FEB MAR	Outbound
6	Discover, Unleash' n Accelerate	<ul style="list-style-type: none"> All Executives Junior/Middle/ Senior 	<ul style="list-style-type: none"> Managing Conflicts & Adversities Leading Multidisciplinary Teams Effective Planning & Decision Making 	JUN OCT	Outbound
7	Different Stroke (Team Building)	<ul style="list-style-type: none"> For managers and team leaders who want to be more dynamic in their approach to building and leading their teams Functional /Cross functional teams 	<ul style="list-style-type: none"> Building and leading great team. As a Team Member foster teamwork. Demonstrate Leadership in teams Capitalize on Teamwork Build Bridges between Teams. Create a strategic link between the work of the team and the goals of the organization. Align the four essential systems of execution, talent, core work processes, and Customer feedback. 	JULY OCT FEB	Outbound
8	Talent Management	<ul style="list-style-type: none"> Middle & Senior Level Executives 	<ul style="list-style-type: none"> What is Talent Management? Why Talent Management is required. Knowledge Management The new H R Mission and Talent Management Process 	JULY AUG	Outbound



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9	Corporate Warfare	<ul style="list-style-type: none"> All level executives 	<ul style="list-style-type: none"> Importance of intelligence as a force multiplier. for task accomplishment Understanding warfare as applicable to the corporate world. Inter relationship between the conventional and corporate warrior/battlefield. Importance of strategy, planning, coordination. Maintenance of aim, flexibility, optimum utilization of resources for task accomplishment and winning battles. 	JULY AUG SEP	Work Shop
10	Counter Money Laundering	<ul style="list-style-type: none"> Senior Executives 	<ul style="list-style-type: none"> To understand the concept and process of money laundering and counter measures to prevent the same. 	JULY AUG SEP	Work Shop
11	Corporate Subversion	<ul style="list-style-type: none"> All heads of vital Installations Marketing Teams Staff exposed to public dealings Security personnel 	<ul style="list-style-type: none"> Sensitization and security consciousness. Become more aware of existing drills and procedures related to counter subversive actions. Get updated regarding the existing security operating procedures and drills. Develop Individual Skills and Competences to thwart subversion. 	JULY AUG SEP	Work Shop
12	Safalta Ki Aur	<ul style="list-style-type: none"> Middle and Senior level Executives 	<ul style="list-style-type: none"> Risk & Time Management. Dealing with Ambiguity. Working Under Pressure Gearing up for Transition. Accelerate Learning. Achieving Alignment. Team Building, Resources Management, Creating Partnerships. 	OCT FEB MAR APR	Work shop



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13	Counter Terrorism & Security Management	<ul style="list-style-type: none"> All Levels 	<ul style="list-style-type: none"> Get sensitized all on the requirement of being security conscious. Become aware of the existing drills and procedures related to terrorist actions. Get updated regarding the existing security operating procedures and drills. Reduce unwarranted casualties. Develop individual skills and competences to thwart terrorists. 	JULY AUG SEP	Work shop
14	Personal Effectiveness thru- Business Communication, Planning & Prioritization	<ul style="list-style-type: none"> Team Leaders Prospective Managers and Supervisors Project Managers 	<ul style="list-style-type: none"> To clarify mission, vision, values, objectives, goals. Set clear goals for the results to be produced by the team. Set clear objectives for measuring the ongoing effectiveness of the team Define a procedure for members to make decisions and solve problems Develop staffing procedures (recruiting, training, organizing, replacing) Define a mechanism for clear and consistent communications among team 	OCT NOV DEC FEB MAR	Work Shop
15	Naari Sakti	<ul style="list-style-type: none"> Lady Employees 	<ul style="list-style-type: none"> Common Sense -Highlights the behaviors which puts one into conflict and the moral/ethical issues involved with use of force. It also thereafter suggests/recommends the standards one must abide. Diplomacy – Can you talk, negotiate or trick your way out of it? (This point also includes knowing the legal ramifications of hitting and weighing the repercussions vs. the need of the moment). Strategy – Justifiable use of force (When and where to hit for maximum results appropriate for the situation). Tactics - How to hit (physical application and the Pyramid of Personal Safety). 	JULY AUG JAN MAR	Work Shop



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	Business Etiquette	<ul style="list-style-type: none"> Executives directly involved in public dealings 	<ul style="list-style-type: none"> Professionalism at the Work Place. Cubicle & Meeting Protocol. Email Etiquette. Telephone Etiquette. Dining Etiquette. 	JUL AUG SEP	Work Shop
17	Sales & Marketing Effectiveness		<ul style="list-style-type: none"> Interpersonal Communication. Persuasion & Achievement Orientation. Time & Task Management, Client Management & Networking Skills 	JUL AUG SEP	Outbound
18	Creative & Lateral Thinking		<ul style="list-style-type: none"> Lateral Thinking. Interrelationship Management. Interpersonal Skills. 	MAY JUL AUG FEB	Work Shop
19	Critical Thinking, Impact & Influence Training		<ul style="list-style-type: none"> Use concepts to breed new ideas- Alternatives Sharpen or change your focus to improve your creative efforts- Focus Break free from the limits of accepted way of operating- Challenge Use unconnected inputs to open new line of thinking- Random Entry Move from provocative statement to useful ideas- Provocation Select the best of early ideas and shape them into useable approaches- Harvesting Develop ideas and shape them to fit an organization or situation- Treatment of ideas 	JULY AUG SEP DEC	Work Shop