

Target Audience: Anyone with 6 months to 25 years of work experience

Modules Covered:

- Developing a Confident & Assertive Personality
- Corporate Presentations (Individual & Panel)
- Communication Skills
- Interpersonal Skills
- Stress Management
- Time Management
- Conducting Difficult Conversations
- Conflict Management
- Knowing Your Leadership Style
- Setting Life's Goals & Vision

Course Objectives:

- Develop Greater Self Confidence
- Enhance People Skills
- Sharpen Communication Skills
- Know Your Leadership Style
- Reduce Stress
- Manage Time
- Make Natural & Relaxed Presentations
- Handle Conflicts
- Set Life's Goals & Vision

Expected Outcome: At the end of 5 days, participants will be able to:

- Replace Shyness with Confidence
- Get along with people well
- Communicate with Clarity and Force
- Lead according to their Leadership Style
- Deal with Stress & Time Better
- Make Corporate Presentations with Professionalism and Impact
- Handle Difficult Conversations & Conflict with ease
- Identify their Life's Vision and Set Achievable Goals

Training Methodology: (Minimum batch size is 5, Maximum is 15)

1) Interactive 2) Facilitative 3) Experiential Learning 4) Coaching Intensive

Training Content:

Day 1

- Self Introduction Techniques
- Remembering Names and Using Them
- Conversation Starters & Stacking Technique
- Life's Significant Moment Talk

Day 2

- Energize Your Communication
- Influence Others to Your Point of View
- Explore the Should- Could Struggle of Stress
- Look at Time Management through the Four Quadrants

Day 3

- Handle Difficult Conversations with Ease
- Make a Vision Chart and Yearly Goals
- Explore Your Leadership Style
- Build Others with Recognition

Day 4

- Plan & Organize Professional Presentations
- Create a Positive First Impression as a Presenter
- Know Your Attention Grabbers
- How Credible Do You Look As a Presenter
- Simplifying Complicated Messages

Day 5

- Communicate with Added Power
- Inspire People to Your Point of View
- Handling Challenging Questions
- Transferring Your Passion in Your Presentation

The program ends with distribution of Certificates

Presentations done on Day 4 & 5 will be videographed with a personal or group review session. Each day is going to have 8 hours' training, with two tea breaks and lunch. The minimum batch size needs to be 5 and maximum will be 15. The language is English. There is no courseware. Participants can take their video recordings.