

Ten-Day Training Agenda: Professional Development Program

Day 1: Communication & Networking Skills

1. Effective Communication Strategies
2. Building Strong Professional Relationships
3. Networking Techniques for Success

Day 2: Creative & Analytical Thinking

4. Cultivating Creativity in Problem Solving
5. Analytical Thinking and Decision Making
6. Innovative Approaches to Challenges

Day 3: Value-driven Professional

7. Understanding Personal Values and Ethics
8. Aligning Values with Organizational Goals
9. Demonstrating Integrity in Professional Conduct

Day 4: Organizational Adaptability

10. Adapting to Change in the Workplace
11. Flexibility and Resilience in Dynamic Environments
12. Embracing Diversity and Inclusion

Day 5: Grooming & Etiquette

13. Professional Image and Personal Branding
14. Business Etiquette and Protocol
15. Presentation Skills and Public Speaking

Day 6: Entrepreneurship 101

16. Introduction to Entrepreneurship
17. Identifying Opportunities and Innovation
18. Basics of Business Planning

Day 7: Emotional Intelligence in the Workplace

19. Understanding Emotional Intelligence
20. Managing Emotions Effectively
21. Building Empathy and Social Skills

Day 8: Conflict Resolution Strategies

- 22. Managing Conflicts in the Workplace
- 23. Negotiation Skills and Techniques

Day 9: Leadership Development

- 24. Essentials of Effective Leadership
- 25. Team Building and Motivation

Day 10: Time Management and Productivity

- 26. Prioritizing Tasks and Managing Time Effectively
- 27. Techniques for Improving Personal and Team Productivity

Training Methodology:

- Interactive Workshops and Group Discussions
- Case Studies and Real-Life Scenarios
- Role-playing Exercises and Simulations
- Guest Speaker Sessions and Expert Panels
- Hands-on Activities and Practical Applications

This comprehensive ten-day training program is designed to enhance participants' professional skills and competencies across various domains, fostering personal growth, career development, and social responsibility.