

### **Day 1: Personality development**

Personality development is all about building one's capacities, nurturing talents, enhancing new skill sets through learn/unlearn/relearn, understanding weaknesses, and sharpening the strengths.

Personality development is also learning how to build your reputation.

Personality Development program can be individual or corporate need based.

From a corporate context, personality development helps an individual to gain confidence and high self-esteem. It is also said to have a positive impact on one's communication skills and the way he sees the world.

#### Program outline:

1. Understanding yourself – Who are you?
2. Defining your activities – What do you do?
3. Understanding your driving force – Why you do it?
4. Building reputation – how you do it?

The program will be delivered through presentation, case studies, activities and games.

The price per person for this program is Rs.3000.0 per person.

Min number of participate per batch : 30

Payment: 50% advance and 50% within 5 working days post completion of activity.

Possible dates: 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> July.

### Day 2: Time & Stress Management

Time management is an important component of your overall productivity in the workplace. Knowing how to manage your time at work can reduce stress, increase output and improve your ability to function effectively. Investing in time management training can help you learn the fundamental aspects of successfully managing your time and boost your ability to get more done each day.

The highest achievers manage their time exceptionally well.

#### Why Time management:

- Increased productivity
- **Reduced stress**
- Improved professional reputation
- Enhanced ability to focus for longer periods of time
- Increased decision-making abilities
- More free time
- A higher level of self-discipline
- More opportunities for professional growth and advancement

#### Program outline:

- Techniques of Time management
- Easy stress busters
- Say no to procrastination
- Meetings, delegations, To-Do lists

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### Day 3: Communication Skill

Being able to communicate effectively is one of the most important life skills to learn. Communication itself is defined as transferring information to produce greater understanding.

It can be done vocally (through verbal exchanges), through written media (emails, letters), visually (using graphs, charts, and maps), or non-verbally (body language, gestures, pitch of voice, and tone). All of these means of communication skills are essential **Soft Skills** that are vital for a successful Career.

In the digital age, communication skills are even more essential.

Workers today should learn how to effectively exchange information through email, Zoom meetings, and social media as well as in-person, if they want to keep up with the shifting work dynamics.

In this program, we shall learn about 4 types of communications and how to master them to be a great communicator:

- Verbal communication
- Nonverbal communication
- Written communication
- Visual communication

The price per person for this program is Rs.3000.0 per person.

Min number of participate per batch : 30

Payment: 50% advance and 50% within 5 working days post completion of activity.

Possible dates: 1<sup>st</sup> , 2<sup>nd</sup> & 3<sup>rd</sup> July.