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LIST OF TRAINING PROGRAMS

A. Employability / Work Skills for Joyful Working

1. Team Working Skills
2. Creative Problem Solving
3. Customer Service Skills
4. Tele-Skills for Customer Service
5. Effective Communication (Written/ Oral)
6. Presentation Skill
7. Essential Selling Skills
8. Interaction Management Skills

B. Managerial Skills for Managing Business / People

1. Role of a Manager
2. Problem Solving & Decision Making
3. Team Lead / Supervisory Excellence
4. Team Building Skills
5. Performance Management System
6. Managing Difficult Employees
7. Conflict Management & Resolution
8. Effective Interviewing Skills

C. Leadership Skills for Leading Business/ Function

1. Empowerment And Leadership
2. Situational Leadership
3. Organisational Development
4. HR Strategy Management
5. 7 Habits for Effective Management
6. Group Dynamics

D. Behavioural Skills for Personality Development

1. Personality Type & Self Awareness
2. Motivation
3. Transactional Analysis
4. Inter-personal Skill (FIRO-B, FIRO-F)
5. Self-Life Script & Jo-Hari Window
6. Rational Emotive Therapy
7. Stress Management
8. Time Management
9. Productivity

E. Entrepreneurial Skills for Businesses & Start-ups time

1. Entrepreneurship- Concept, Role, Personality, Attitude, Behaviour, Motivation.
2. Organisation & Registration- Sole Proprietor, Partnership, OPC, MSME, SME, ME, LE, Corporations.
3. Personal Skills- Communication, Creativity Problem Solving, Design Thinking, Team, Risk Mgt, Negotiation.
4. Business Finance- Short & Long Term Planning, Costing, Pricing, Budgeting, Cash Flow & Profit Mgmt.
5. Use of Market Research & Survey, Market Analysis, Preparation of Business Plans & Presenting.
6. Digital Marketing & Social Media Management & Digital CRM, Accounting & Billing Softwares.
7. IT Skills- App Management, MS Office Collaboration for Business Management.
8. Using Government Schemes, Associations Networks & Exhibitions for Promotion & Expansion.
9. Social Contribution & Nation Building Initiatives.