

Soft Skill Programs for Professionals



Showing Road to Success with IT & Soft Skills

WALK THE TALK..... WITH PRIDE

ABOUT US

IT Nurture Den is a multi-disciplinary and vocational training services provider, set up by an amalgamation of elite pool of multi-skilled consultants, industry professionals and specialists in niche areas. Our objective is to skill individuals and teams with the right tools and inputs, coupled with continuous research and development in the learning, consulting and training domains.

Knowledge is the key differentiator in the present world and this is very well summed up by **Peter Ducker**:

“Knowledge has to be improved, challenged, and increased constantly, or it vanishes”

WITH PRIDE

IT Nurture Den offers end to end training solutions, addressing the needs of students, employees and other professionals through impactful training interventions. The programs are woven together with varied set of knowledge sharing sessions of activities and exercises. We also provide complete training to school teachers - all subjects, all classes, to make teaching interesting for children.

ITNurtureDen hosts outbound-training on *soft skills* or *corporate internal programs* on a fun day out in Hyderabad.

Yoga and meditations can be conducted at organizations on a decided schedule. (Regular schedule or 2 hrs./day - 5 days program).

***WALK THE TALK.....
WITH PRIDE***

Our amazing range of training solutions primarily includes:

Communication Training

Transformation of idea into power happens through effective communication. Our programs guarantee clarity in expression and result driven communication.....

Leadership Training

Augmenting achievement amid individuals, team and organizations, paves the road for effective leadership....

HR Training

People are the real strength of any organization, and to attract, retain and grow the right kind of people for an organization, various quality programs are designed

Soft Skills Training

The behavioral and non-technical aspects of performance create variation; certain programs can enhance relevant competencies in people.....

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Corporate Training Program - Soft Skills & Corporate Behavior

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Duration: 12 hours (total)..... 2 Days @ 6 hours/ day;
Or 3 days@ 4 hours/day/ or 4 days@ 3 hours/ day*
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[All the following topics are work-place related]

- Topics:**
1. Assertive communication & matching body language
 2. How to express negative ideas in positive manner
 3. Indianisms in English: what bars client interaction?
 4. Corporate culture & business etiquette
 5. Interpersonal skills; influencing styles
 6. Personal effectiveness & work-life balance
 7. Cross-cultural sensitivity & gender-neutral attitude
 8. Time & self-management in Indian context

* Same content to be delivered in the program irrespective of number of days, total duration (hours) being the same, except aspl. Special one of 5 days @ 2hours/ day, when duration is 10 hours.

Any other topic can be taken up as per the organization's need and some of these topics may be replaced by those need-based topics.

Corporate Training Program - Soft Skills & Corporate Behavior

Day1:

* Personal Impact

* Building Relationships

* Non-verbal communication

* Communicating as a leader and presenter

* Two ears, one mouth - Listening behaviors

* Confidence, Confidence, Confidence

* The Dynamics of Communication and Rapport

Day 2: Influencing using Voice Tone, Powerful Words and Stories

Day 3: Delivering Difficult Messages and Managing Perception

Day 4: Presenting with impact (both large groups and one to one)

Day 5: Client Relationship Building - Practicing Communication Tools

To consolidate all the learning from the previous four days. Networking session

Meeting & Greeting

Networking 'Etiquette'

It's You They 'Buy'

Spheres of Influence - obstacles to getting your message through the people you want

Joining and leaving groups - how physical boundaries work

Rapport Building skills

Some of the things to look at here are

Deliberately using 'I', 'You', or 'We' statements

Identifying the key elements of getting success

Exploring the journey from plan-prepare-practice

Any other topic can be taken up as per the organization's need and some of these topics may be replaced by those need-based topics.

Various Soft skills topics for Nurturing Professionals

New Entrants:

Grammatical skills & Indianisms that bars communication

Telephone skills & etiquette

Listening skills; NLP-Neuro Linguistic Programming and basic concepts

Career on Fast Track: The Killer Resume

The Star Performer: At the first job

Personal grooming, Self & Public Image

Change management

Neutral accent & Elimination of MTI (regional usages)

Voice training: Voice Modulation, Intonation, phonetics etc.

Enhancing the person & Personality

1st level consultants:

Effective communication at workplace

Assertive communication: how to change

Speaking with your body (impact of body language)

Inter functional team-relationships at work

Inter functional team-relationships at work

Positive attitude & self esteem

Time management skills

Emotional Intelligence

Narrative intelligence: Corporate story-telling

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Middle Managers:

Business writing skills & email- etiquette
Professional Presentation skills
Teamwork, spirit & team dynamics.
Stress management & Work-life balance
Conflict management
Corporate culture & business etiquette
Cross cultural sensitivity at workplace
Work ethics, loyalty & professional 'values'
Interview skills : Interviewee & Interviewer; Behavioral Interviews

Senior Managers:

(International) Business Etiquette
Business correspondence: Letters, Memos, Reports
Virtual communication: video-conferencing etiquette
Leadership: Dynamics & markers
Interpersonal skills & 'Influencing styles'
Personal Effectiveness & self management
Negotiation Skills & Business meetings
K M: Knowledge management

Other topics: Can be presented on requestor in a customized package

It's You They 'Buy'

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Joining and leaving groups - how physical boundaries work
Rapport Building skills
Some of the things to look at here are
Deliberately using 'I', 'You', or 'We' statements
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Business Etiquettes for professionals

Business Etiquettes Program for Professionals

Focus Areas

1

Welcome

To give participants an overview of the Training Program; allow participants to set ground rules during training and formulate collective training objectives

2

Looking the Part

- To enable participants maintain a presentable, well-groomed, and professional image at all times in business situations.
- Formal Dressing
Casual Dressing
Accessories for Men & Women Footwear
General Appearance
What To Wear for Different Occasions

3

Sounding the Part

Using the Right Tone of Voice Managing Your Volume in Business Settings
Sounding Confident

4

Smelling the Part

Dealing with Body Odor Dealing with Bad Breath Using Perfum

Business Etiquettes for professionals

5

Body Language

- To enable participants show deference, use appropriate body language, and come across as being more professional while carrying out business conversations with colleagues and customers.
- Handshakes Personal Space Facial Expressions Eye Contact
Hand Gestures Posture

6

Dining Etiquette

- To enable participants understand and appreciate the nuances of dining with colleagues and customers including, invitations, arrival, ordering, smoking or drinking, and tipping.
- Napkin Etiquette
Drinking Soup
Navigating the Place Setting American & Continental Styles of Eating
Seating Arrangements
Cutlery Etiquette
Posture & Behavior

IT soft skill trainings for Professionals are:

- Microsoft Excel ---3 days
- Microsoft Office with e-mail etiquette--2days
- E-mail etiquette for professionals--1day
- Communication skills--2 days
- Advance writing skills--2 days

Yoga & Meditation Course (5 days 2 hrs. every day)

The training endeavors to help participants be stress free, tension free, and relaxed. We aim to make the participants practice yoga asana as well as healing pranayama for a better & healthy life style. The training course includes the following meditation techniques:

Meditation Techniques:

Cyclic meditation for Industry Professionals-

This technique has been designed on the principle of alternate stimulation and relaxation.

A number of stimulations of varying intensity, suited to different levels of stress bring out harmonious growth, in tune with one's innate nature and is effectively used in stress management of excessive tensions, which is found to be extremely helpful for corporate people at the end of a tired day.

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“JyotiTrataka”

This meditation if done regularly improves eyesight, stamina of the eye muscles and relaxes them therapeutically. It makes the eyes clear, bright and radiant, and also cleanses the tear glands to purify the optical system. It strengthens the ability of the lens to adjust to distances better. It balances the nervous system, relieving nervous tension, anxiety, depression and insomnia.

Other simple relaxation methods are also done on a regular basis.

Thanks

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