

GADP Brief Training Module + Duration + Methodology + Participant Batch Size + Overview Profile + Certificate Issuance for E-/Brochure

✦ Training Modules

1. Attitudinal Development
2. Communication & Presentation Skills and Interview Skills
3. Time Management
4. Multi-Skilling and Tasking
5. Analytical Skills, Critical Thinking and Innovation & Creativity
6. Leadership Skills and Team-dynamics

✦ **Eligibility:** The Training Programme has been conceived for Graduating and post Graduate Students; Apprentices; Trainees; and Fresher from individual backgrounds and Companies. We have had nominations from Officers to Asst. Manager to Dy. Manager from the Corporate Sector too.

✦ Batch Size:

- ✦ **For Off-line Programme not more than 30 Participants per Batch**
- ✦ **For On-line Programme not more than 25 Participants per Batch**

✦ **Duration of the Programme:** The Training maybe implement at the BOPT ER Site, or at the place of the Client.

- ✦ **Off-line 40 Hours- 8 Hours each Day x 5 Days** or as per the Client suitability
- ✦ **On-line 20-24 Hours for 5 Days**

✦ **Methodology of Training:** Through a Dialectical Method and Case lets, Creative Indoor and Team-based Outdoor Team-based Management Games; and Case lets – Group Discussions, Movie-Clips, Simulated Exercises, etc.

✦ Brief Training Profile with Schedule -

⇒ **Day 1: Attitudinal Development and Communication Skills**

- V.U.C.A. World - Managing Change
- Self and the Indian Ethos – Motivational Aspects
- Self -Management & Emotional Intelligence
- Developing the Winning Attitude

- What are the Attributes required for Personal Effectiveness and to "Win"? – An Exercise done by the Participants

- World Skills discussed

⇒ **Day 2: Communication & Presentation Skills**

- Communication and Process Improvement
- Managing Relationship through Effective Communication
- In order to Increase Quality and Productivity – How to Ask Questions on the ‘system’?
- Empathetic Communication – Listening Skills
- Body Language
- Barriers to Communication Skills
- How to start Building your Own Brand
- Presentation Skills discussed - Participants’ individually Presents through audio-video
- Interview Skills – Mock Interviews conducted - Mock Interviews

⇒ **Day 3: Time Management & Multi-Skilling and Tasking and Analytical Skills**

- Time and the Bhagavad Gita and Ethos
- What are Goals, Targets, Priorities and Tasks?
- Fire-fighting, Crisis and Priorities
- Time Management Matrix – Stephen R. Covey Stephen
- What is Multi-tasking & Multi-skilling?
- Five Major Areas that is most important in the Improvement of Time
- Log Planning – the Funnel and other Tool

⇒ **Day 4: Analytical Skills & Innovation**

- Defining Analytical and Problem-solving and Decision- making Skills
- The Difference between Creativity and Innovation
- Setting Objectives and Goal Planning
- Five Characteristics of a New Idea
- Tools of Decision-making and Problem-solving – The Brain storming Process
- A Thorough discussion on the P-D-C-A/S-D-C-A cycle
- Problem-solving Exercises; Simulated Exercises; and Indoor Games

Day 5: Leadership Skills and Team-dynamics

- Leadership and Agility
- Elements of Leadership
- Differences of being a Leader and Manager – Steven Covey

- Principles and Practices of Team Dynamics
- Achieving Cohesiveness and Collaborations

- Indoor and Outdoor Management Games

✚ **Certificate** issued by Board of Practical Training ER.
The said Certificate will be provided after each participant/student completes the **Assessment** after the **end of the Course**, through **Faculty Evaluation, Group Discussions, Written Assessment, Presentations and Mock Interviews conducted by external Assessors.**

After the above Process one gets a **Graded Certificate.**

NB: The following Training Module and Schedule is subject to be modified as per any Organization's or Institution's specific needs.