

ORGANISATION GROWTH TRAINING (OGT) (FOR MIDDLE LEVEL – MANAGERS AND TOP LEVEL MANAGERS)

FIRST MONTH PROGRAM (ONE DAY PROGRAM)

A. POWER OF POSITIVE ATTITUDE

- Reshaping your life with the power of Positive attitude
- Advantages of Positive attitude
- Change three things
 - 1) Attitude
 - 2) Behavior
 - 3) Thinking
- Converting Bad habits into good habits
- Some habits detrimental to your career.

B. SELF AWARENESS AND SELF ANALYSIS

- Why self Awareness is important
- SWOT Analysis
- Career Awareness
- Tips for success in career
- Self Esteem and self confidence

C. PLANNING AND TIME MANAGEMENT

- Importance of Time Management
- Time is life – do not waste your life
- Hard work VS. Smart Work.

- 80/20 Rule and its applicability in day to day work.

SECOND PROGRAM (ONE DAY PROGRAM)

A. SUPERVISORY SKILLS

- Planning Day to day activities
- What should be the Attitude of a Supervisor
- Handling 5 “M” & Men, Materials, Machinery, Money and Management (Marketing)
- Art of Tackling workers

B. TEAM WORK

- Importance of Team work
- What do we learn from flight of birds
- Characteristics of a Team and Team Members
- Benefits of Team Work
- T.E.A.M : Together Every one Achieves more

C. COMMUNICATION SKILLS

- Why communications is important
- Speaking skills
- Writing skills.
- Listening skills - How it helps to be a great Listener.

THIRD PROGRAM (ONE DAY PROGRAM)

A. ASSERTIVE BEHAVIOUR

- Assertive Behaviors is getting our things done without hurting others
- Assertiveness is an attitude
- How to be assertive in the work place
- Benefits of assertiveness

B. LEADERSHIP

- Qualities of a Leader
- Difference between a ' Leader ' and a ' Manager '
- The difference is ' Attitude '
- Accepting Responsibility
- Handling failures
- Analytical and Problem Solving skills
- Characteristics of some leaders

C. MANAGING PEOPLE AND BUILDING RELATIONSHIP

- Relationship Management
- Various Techniques of Building Relationship
- Achieving success by Managing and Building Relationships

4. FOURTH PROGRAM (ONE DAY PROGRAM)

A. Selling Skills

What is selling, Salesmanship, Understanding Customer needs

B A to Z in Selling

All aspects necessary for Selling

C. Consumer Promise

5. FIFTH PROGRAM (ONE DAY PROGRAM)

A. Negotiation Skills

Various aspects of Negotiation

B. Presentation skills

C. Channel Management, Marketing, Positioning etc.

6. SIXTH PROGRAM (ONE DAY PROGRAM)

⦿ a. One day program on MANAGERIAL EXCELLENCE

- Basic Management Skills
- Handling People
- Inter Personal Skills
- Bridging the Gap Between Top Management and Sub-ordinates
- Motivating People for performance
- Communication according to the needs of the Receiver.
- Building and Managing a Team

⦿ 7.& 8TH PROGRAM (Two Days' Program)

- Two Day Program on SUPPLY CHAIN MANAGEMENT
 - Introduction to SCM (Supply Chain Management)
 - Situation Analysis and Demand Forecasting
 - Analytical and Problem Solving Skills
 - Role of a Supply Chain Manager
 - Modern Trends in Supply Chain Management
 - Group Discussion on present SCM practices and

Ways to bring in changes and improvement

● 9. NINTH PROGRAM (ONE DAY PROGRAM)

● One day Program on Vendor Management Skills:

- Strategic Partnership
- Vendor Governance
- Vendor Quality Evaluation
- Vendor Relationship Management
- Vendor Monitoring & Control

10. TENTH PROGRAM (ONE DAY PROGRAM)

- Office Etiquette/Telephone Etiquette/Business Etiquette
- What is Etiquette ?
- How does Office, Telephone and Business Etiquette help day to day smooth functioning of Business
- How does it helps to create great ambience in an office.
- How we can have a Conflict free environment in an office

11. Eleventh PROGRAM (ONE DAY PROGRAM)

- A) Work-Life Balance

- What is work & What is life?
 - The Art of Balancing the Work and Life.
 - Priorities and Choices
 - The Compromise
 - Planning and Support System
- ◎ B. Stress Management
- What is Stress ?
 - Effects of Stress on Behaviour,
 - Thinking, and Attitude.
 - Effects of Stress on Person's Health and on Business
 - Techniques to Manage stress
 - How planning and Support system can help manage stress.
 - Be Stress free and Lead a Happy Life & Also Achieve success in Career.
- C . Conflict Management
- Why Does Conflict Occur
 - Causes of Conflict
 - Types of Conflict
 - Conflict Management
 - Conflict Resolution
 - Skills required to Resolve Conflicts

12th PROGRAM (ONE DAY PROGRAM)

- A. Towards a Culture of Performance and Results
- B. Innovation and Productivity
- C. Facing Challenges in Business

MADITSSIA - BIC