



## E & M Evangelic Training

Sr. No.	Program Title	Focus Areas
1.	<b>Emotional Intelligence</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Providing set of essential human relation skills that contribute to their Interpersonal effectiveness through assessing own parts of personality</li><li><input type="checkbox"/> Enabling the participants to become aware of the sources of emotions – personal and others</li><li><input type="checkbox"/> Learning how to manage emotional intelligence of self and others to enhance personal and professional effectiveness</li></ul>
2.	<b>Quality of Work Life &amp; Personal Life Balance</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Enabling the individuals to fit work around their caring responsibilities and their other interests</li><li><input type="checkbox"/> Locating the barriers impeding their ability to improve flexibility</li></ul>
3.	<b>Team Building and Conflict Management</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Forming and managing teams</li><li><input type="checkbox"/> Coordinating at work</li><li><input type="checkbox"/> Understanding the power of decision making</li><li><input type="checkbox"/> Personality identification – self &amp; others</li></ul>
4.	<b>Stress Management</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Identifying the source and manage optimal level of stress</li><li><input type="checkbox"/> Overall personality development of individuals</li><li><input type="checkbox"/> Developing a positive influence within</li><li><input type="checkbox"/> Generate a healthy and happy environment both at work and home</li></ul>
5.	<b>Transformational Leadership for Managing High Stake Projects</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Understanding and Managing transforming leadership at deeper level (from ‘over seeing the present’ to ‘seeing the future’)</li><li><input type="checkbox"/> Determining the current attitudes towards Company leadership and Practices</li><li><input type="checkbox"/> Move from ‘thinking tactics’ to ‘thinking strategy’</li><li><input type="checkbox"/> Building and maintain a winning team</li></ul>
6.	<b>Cultural Etiquette and Cross Cultural Dynamics</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Developing knowledge and awareness so as to understand people from other cultures</li><li><input type="checkbox"/> Appreciating the cultural differences</li><li><input type="checkbox"/> Enhancing effectiveness in the work environment and business</li></ul>
7.	<b>Effective Communication and Presentation Skills</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Organizing content in a logical and persuasive way</li><li><input type="checkbox"/> Developing great listening and responding skills</li><li><input type="checkbox"/> Developing individual strengths and qualities</li><li><input type="checkbox"/> Managing conflict</li><li><input type="checkbox"/> Gaining confidence</li></ul>

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8.	<b>Negotiation Skills</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> How to plan and prepare a strategy for successful negotiations</li> <li><input type="checkbox"/> Using effective negotiation skills and behaviors to gather information</li> <li><input type="checkbox"/> Managing conflict and deadlock</li> <li><input type="checkbox"/> How to influence and persuade both colleagues and clients</li> </ul>
9.	<b>Time Management</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Laws and Principles of time management</li> <li><input type="checkbox"/> Major time stealers and manage interruptions</li> <li><input type="checkbox"/> Connecting daily activities to your work and life goals</li> <li><input type="checkbox"/> Reducing the time delays and value lost by miscommunications</li> <li><input type="checkbox"/> Improved productivity through quick, effective planning &amp; organization</li> <li><input type="checkbox"/> Learning to Increase individual productivity, accountability and commitment</li> <li><input type="checkbox"/> Use of tools &amp; technology</li> <li><input type="checkbox"/> Creating new work habits</li> </ul>
10.	<b>Employee Engagement Program</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Employee Relationships</li> <li><input type="checkbox"/> Company Communication</li> <li><input type="checkbox"/> Appreciation and Recognition</li> <li><input type="checkbox"/> Employee Input</li> <li><input type="checkbox"/> Accomplishment &amp; Fulfillment</li> <li><input type="checkbox"/> Personal &amp; Professional Growth</li> <li><input type="checkbox"/> Employee Spirit</li> </ul>
11.	<b>Building Organization Culture for Improvement in Performance &amp; Productivity</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keeping organizational culture vital and relevant,</li> <li><input type="checkbox"/> Understanding why the organization was created, what brought its members together in the first place, and why the group still exists today for the betterment of all stakeholders</li> </ul>
12.	<b>Decision Making &amp; Human Resource Development for Line Managers</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying the actions to assess whether a decision frame is appropriate for a decision.</li> <li><input type="checkbox"/> Identifying the techniques for managing uncertainty</li> <li><input type="checkbox"/> Relating between decision making and its implementation</li> <li><input type="checkbox"/> Developing human resource activities to line specialists</li> <li><input type="checkbox"/> Examining issues involved in devolving training and development to the line</li> <li><input type="checkbox"/> Involvement in Human Resource activities</li> <li><input type="checkbox"/> Understanding training and development issues</li> </ul>
13.	<b>Personal Excellence with Emotional Intelligence</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn the essential emotional skills that contribute to personal excellence</li> <li><input type="checkbox"/> Enabling the participants to become aware of the sources of emotions – personal and others</li> <li><input type="checkbox"/> Learning how to manage emotional intelligence of self and others to enhance personal and professional excellence</li> </ul>

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14.	<b>Empowering Self and Emotional Intelligence</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Become aware and understand the two major aspects of emotional intelligence</li> <li><input type="checkbox"/> Learn how to manage self and others' emotions</li> <li><input type="checkbox"/> How to use emotional intelligence for progress and enhancement of personal and organizational goals</li> </ul>
15.	<b>Communication for Leadership Roles</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Knowing and Understanding how a Leader's attitude and actions impact performance of teams</li> <li><input type="checkbox"/> Developing great listening and responding skills</li> <li><input type="checkbox"/> Developing individual strengths and qualities</li> <li><input type="checkbox"/> How to manage conflict and gain confidence</li> <li><input type="checkbox"/> Learn key principles of communication and leadership roles that enhances productivity</li> </ul>
16.	<b>Enhancing Effectiveness through Personality Development</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Become aware and understand own personality</li> <li><input type="checkbox"/> Know your personal strength and weaknesses based on your personality style</li> <li><input type="checkbox"/> Learn the essential human relation skills that contribute to Interpersonal Effectiveness through assessing own parts of personality – being Remarkable and Fascinate...</li> </ul>
17.	<b>Workplace Communication Skills</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Become aware of own personality and communication style</li> <li><input type="checkbox"/> Developing great listening and responding skills</li> <li><input type="checkbox"/> How to express self in clear and specific way</li> <li><input type="checkbox"/> Learn the power of emotions</li> </ul>
18.	<b>Putting Customer First</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prioritizing and focusing on the top expectations of customers</li> <li><input type="checkbox"/> Applying personality knowledge to communicate more effectively with customers</li> <li><input type="checkbox"/> Developing a personalized strategy for improving listening skills</li> <li><input type="checkbox"/> Referring to a recovery system for turning angry customers into happy repeat customers</li> </ul>
19.	<b>Managing High Performing Teams</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Understanding the dynamics of teams and organizational objectives</li> <li><input type="checkbox"/> How to bring a paradigm shift in personal and organizational work habits</li> <li><input type="checkbox"/> Creating structures to bring about laser sharp action plan</li> <li><input type="checkbox"/> Move from 'thinking tactics' to 'thinking strategy'</li> <li><input type="checkbox"/> Learn the two principles of managing high performance teams</li> </ul>
20	<b>Selling Skills in 21<sup>st</sup> Century</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In depth knowledge of product and customer needs</li> <li><input type="checkbox"/> Matching communications style</li> <li><input type="checkbox"/> Understanding Emotional &amp; Rational needs</li> <li><input type="checkbox"/> Handling objections with pre-prepared solutions</li> <li><input type="checkbox"/> Building long term relationship – advocate</li> </ul>