

Personality Development Training Program

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OVERVIEW & PURPOSE

Our Personality Development Training program delivers comprehensive training that helps you polish your traits and behaviours and shine through. Our program is designed to coach you transform your personality into the one that aims to succeed in any aspect of our lives. After each session, you will apply the learnings in your real-life before we proceed to the next session.

BENEFITS

1. Greater self confidence and better business and personal relationships
2. Promoting a zealous outlook towards life.
3. Imbibing positive thoughts and actions
4. Better decision making ability.

EDUCATION STANDARDS

1. Program designed by experienced trainers with years of professional training experience.
2. Program delivered in the form of Skype teleconference.
3. We will identify the student's individual challenges and suggest most effective solutions.
4. Reachable by email for any followup questions the students may have.

VERIFICATION

Steps to verify student progress

1. Periodic progress evaluation sessions.
2. Periodic peer evaluations where students evaluate each other's progress.
3. Self assessment.

COURSE STRUCTURE

Punctuality

Being punctual is very important, especially if you have an appointment. It shows that you respect the time of Colleagues and in turn will compel them to respect your time too. The popular saying that would fit the situation “Time and tide wait for no one”.Lead by an example and everything else will fall into place.

Office attire

Remember that the office is not a party place and you will have to dress in a way that commands respect both from your colleagues and clients. The dress code has a strong influence in establishing the trust that your client places in your abilities in giving them their money’s worth.

Greeting etiquette

The way you greet and respond to greetings is a clear reflection of how well behaved you are.

Communicating better at work

Communication is arguably one of the most important business skills, no matter what your industry. Yet so many of us haven't been trained in how to communicate with co-workers and clients.

Personal hygiene at work

Maintaining personal hygiene is necessary for many reasons; personal, social, health, psychological or simply as a way of life. Keeping a good standard of hygiene helps to prevent the development and spread of infections, illnesses and bad odours.

Personal space and privacy at work

Today’s open office environments often mean employees work in close proximity to each another. For some people, this is conducive to team work, while to others, it feels claustrophobic. To maintain good relationships with your colleagues, respect boundaries, personal space and privacy.

Dining Etiquette

Etiquette affects almost every aspect of dining. Dining etiquette rules apply before you ever take your seat and continue after you excuse yourself from the table.

Telephone & E-mail Etiquette

Proper telephone etiquette is very important in that you are representing your company. Remembering to use proper telephone etiquette whether answering the phone or making phone calls, leaves callers with favourable impression of you and your company. Email is the primary method of communication in the workplace and an internal part of our lives. Your emails can have a major impact on your career at your workplace.