
Training Calendar 2019

Aanvikshiki HR Solutions

Created to Create Ease



EMPOWERED TRAINERS



SHEENA RAJAN: Masters Degree in Leadership Science, PG in Psychological Counselling, & MBA in HR. An NLP Certified Trainer, with various other Diploma certificates in Training, she comes with over 24 years of work experience. She has worked in Human Resource Management functions in various roles in HR and Training. Her major associations in Corporate were Boots Piramal Healthcare Limited, Shell India, Travel Food Services and Gajanan Oil Pvt Ltd. Retired as Director HR for International Operation and started her entrepreneur journey. She is specialised in HR Functional workshops, various motivational programs and soft skill trainings. She is also involved and is invited for sessions/ lectures/ presentations in different forums, institutions and colleges.



DEEP MODY: Professional Speaker, a POSH Practitioner, an Author, Blogger, A Change Leader & an OD – L&D Professional. Masters (MPOD) graduate in Positive Organisation Development from CWRU, USA. An XLRI-ate and a Mensan; thorough professional with about one and half decade of praxis in various realms of Strategic Human Resource Management and Internal Communication. Also, a Change Leader with evolving dexterity into Appreciative Inquiry, Emotional Intelligence, and Positive Organisation Development. Deep has Felicitated at various platforms like NHRD, HRFI, L&D Global, etc..

ABOUT US

Aanvikshiki HR Solutions is an HR firm, “AANVIKSHIKI MEANS SCIENCE OF THINKING”, with its literal meaning, all assignments which comes to us will be done with deep thinking. Each customer will be unique. We take care of all HR activities, including various training, workshops, motivational programs etc. Our Focus is customer Delight through effective and efficient delivery. We provide viable solutions which creates value to the organisation and its people.

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Training Topic to Empower Individuals 2019

Sr. No	Training Topic	Tentative Month	Training Investment
1	Compensation & Benefit	May	Two day workshop 15K pp
2	Campus to Corporate	May	2K per person
3	Competency Based Interviewing skill	May	5K per person
4	Communication & Presentation Skill	June	Two day workshop 5K pp
5	How to do an objective Performance Appraisal	June	5K per person
6	Balance Score Card	June	10K per person
7	Coaching and Mentoring	July	5K per person
8	Sales Niti from Kautilya Arthashastra	July	10K per person
9	Dress for Success	July	Two day workshop 15k pp
10	Emotional Intelligence	Aug	2K per person
11	Prevention of Sexual Harassment at Workplace	Aug	Two day workshop 15K pp
12	Perspective and Cultural transformation	Sept	2K per person
13	Positive Leadership grooming	Sept	5K per person
14	Appreciative Inquiry Consulting	Oct	Two day workshop 5K pp
15	Dialogic OD initiations	Nov	10K per person
16	Business Process Optimisation & Change Management interventions	Nov	5K per person
17	Informal Leadership	Dec	10K per person
18	People Management beyond Carrot & Stick	Dec	Two day workshop 15k pp
19	Driving sustainable businesses	Dec	2K per person

PN: the months can change depending on demand. Also workshop/ training will be conducted only if minimum 10 participants have registered.

Content of the Program

Compensation and Benefit: *(Two day full workshop for Payroll officers, HR professionals with at least 5 years of experience.)*

- ❖ Understand the role of government regulation with regards to Compliance and employee benefit.
- ❖ Understand the components of a compensation system.
- ❖ Understand how to build effective variable pay systems.
- ❖ Learn how to build job grading system to create internal equity.
- ❖ Understand how to create different levels of salary benchmarks.
- ❖ How to create various benefit systems for employee & how reward planning can be used to cut compensation costs.
- ❖ Learn how to build high impact compensation systems.

Campus to Corporate: *(Two day full workshop for college students in the college campus, minimum 20 students)*

Campus to Corporate Training aids in transitioning from a College to Corporate environment. If the necessary competencies are not developed when they enter a corporate life, the short term and long term effect on productivity will be significant. There are differences in expectations and responsibilities in the workplace compared to that of college and behavioural training is a key part of this program.

- ❖ Social Graces, Etiquette and Body language, Making a Great First Impression
- ❖ Etiquette of Dressing
- ❖ The Do's and Don'ts in Conversation
- ❖ The Basics of Interpersonal Communication
- ❖ E-Mail Etiquette
- ❖ Flaming
- ❖ Telephone Etiquette
- ❖ Business Communication
- ❖ The Building Blocks of Effective Business Communication
- ❖ Time Management
- ❖ Professionalism

Competency Based Interviewing Skills: *(Full day workshop for Managers/ Supervisors with Team handling responsibility, Recruiters and HR personnels)*

- ❖ Positioning of Competency Based Interviewing
- ❖ Structuring competency based interviews
- ❖ Acquiring evidence – questioning & listening skills
- ❖ Conducting a competency based interview
- ❖ Making the selection decision

Communication and Presentation Skill: *(Full day workshop for everyone)*

- ❖ Explain what clear communication looks like.
- ❖ Describe the four different communication styles.
- ❖ Understand their own communication style.
- ❖ Explain how to adapt their style in order to build rapport more easily.
- ❖ Describe how using Visual, auditory and kinaesthetic styles can aid style identification.
- ❖ Understand the different generations and how they communicate.
- ❖ Develop effective questioning and listening skills.
- ❖ Understand the benefits of using external tools to present and support their message.

How to do an objective Performance Appraisal (Full day workshop for Managers/ Supervisors with Team handing responsibility, Recruiters and HR personnels)

- ❖ Understand the purpose of the appraisal process and their role and responsibilities as appraiser.
- ❖ Plan, prepare and structure a review.
- ❖ Learn how to listen and give clear and specific feedforward.
- ❖ Define areas for appraise development and set clear objectives.
- ❖ Tackle performance problems and sensitive issues effectively.
- ❖ Conduct appraisals in a confident and professional manner.

Balance Score Card: (Full day workshop for everyone)

The Balanced Scorecard is the key tool that measures the basics of the business and provides an indicator of the organisation's total performance.

- ❖ Introduction of Balance Score Card
- ❖ Balanced Scorecard Concept
- ❖ Effectiveness of the BSC
- ❖ The 4 Key Categories
- ❖ BSCs link with PA and R&R
- ❖ Understand BSC Measures
- ❖ Use BSC to Identify Opportunities for Coaching and Improvement
- ❖ Key Implementation Success Factors
- ❖ Balance Scorecard Strategy Map
- ❖ Department Level Scorecard Example
- ❖ Scorecard Potential Pitfalls & Criticism
- ❖ BSC Benefit Re-Cap

Coaching and Mentoring: (Full day workshop for everyone)

- ❖ What Coaching is all about (Its Place in Management)
- ❖ Preparing to Coach (Keep Your Eyes, Ears and Mind Open)
- ❖ Discussion (Where Minds Meet)
- ❖ Active Coaching and Follow-up (Getting down to Business)
- ❖ Becoming a Better Coach (beyond the Basics)
- ❖ Discussion (Where Minds Meet)
- ❖ Mentoring and Management (developing Human Assets)
- ❖ The Right Match (Advice for Matchmakers)
- ❖ Being an Effective Mentor
- ❖ Women and Minorities (Special Mentoring Challenges)
- ❖ Beyond Traditional Mentoring (peers and Networks)

Sales Niti from Kautilya Arthashastra (Sutras): (Full day workshop for Business Managers, Sales Managers, Operation, Client facing employees)

- ❖ Who is Chanakya?
- ❖ What is Kautilya Arthashastra
- ❖ What is Janapad
- ❖ Relevance of Janapad with today's Sales process
- ❖ The Inner Game of Selling
- ❖ Pareto Principle
- ❖ The 7 Steps of Selling
- ❖ Relation Building

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- ❖ Personnel Hygiene
 - ❖ Personal Approach
 - ❖ Personal Grooming
 - ❖ Sell yourself First
 - ❖ When does a Sales Person Win
 - ❖ Why People Buy
 - ❖ Disruption of Corruptions
 - ❖ Customer Life Cycle of Buying
 - ❖ Business Development Modules
 - ❖ Market Analysis
 - ❖ Product vs Market
 - ❖ Sales vs Business Development
 - ❖ Features vs Benefit
 - ❖ NO Success without Knowledge
 - ❖ Goal Setting Exercise
 - ❖ Habit Building

Dress for Success: (Two day workshop for everyone)

- ❖ Why Dress for Success
- ❖ Business or Business Casual
- ❖ Business Attire for Gentlemen
- ❖ Business Attire for Women
- ❖ Myers-Briggs Personality Type & the MBTI
- ❖ Personal Grooming and Hygiene
- ❖ Importance of Grooming
- ❖ Body Language & posture
- ❖ Make-up and Hair

Emotional Intelligence: (Full day workshop for everyone)

Emotions can drive our behaviour and impact people, and learning how to manage these emotions are very important. EI program is done to recognize, understand and manage our own emotions and that of people around us.

- ❖ How to manage Emotions
- ❖ Giving and receiving feedback
- ❖ Meeting tight deadlines
- ❖ Dealing with challenging relationships
- ❖ Not having enough resources
- ❖ Dealing with change
- ❖ Dealing with setbacks and failure

Prevention of Sexual Harassment at Workplace (Full day workshop for Managers/ Supervisors with Team handling responsibility and all employees)

- ❖ General Awareness for all employees
- ❖ Focused session for Team Managers on Dos and Don'ts highlighting Organisational liability
- ❖ Session for ICC on their rights and responsibilities
- ❖ Case studies and mock sessions of inquiries to be conducted for ICC

Perspective and Cultural transformation (Full day workshop for Leadership team, Managers/ Supervisors with Team handling responsibility)

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- ❖ Understanding current state of culture and perception using metaphors
 - ❖ Drawing an image of organizational dynamics including connotations
 - ❖ Envisioning desired cultural and dynamics image
 - ❖ Translating metaphors into articulatable values
 - ❖ Designing practical interventions for incremental transition

Positive Leadership grooming (Full day workshop for Leadership team, Managers/ Supervisors with Team handling responsibility)

- ❖ Creating awareness of impact of motivation driven by fear
- ❖ Highlighting benefits of resonant leadership
- ❖ Defining and articulating values of a Resonant leader
- ❖ Enlisting personal traits of leadership and drafting a desired end-result

Appreciative Inquiry Consulting (Full day workshop for Leadership team, Managers/ Supervisors with Team handling responsibility)

- ❖ Introduction to Appreciative Inquiry as Change Management philosophy
- ❖ Introduction to 4-D Cycle, model of Change
- ❖ A session to cover 3 Ds; Discovery, Dreaming, and Designing
- ❖ Spearheads to drive the 4th D of Destiny

Dialogic OD initiations (Full day workshop for Leadership team, Managers/ Supervisors with Team handling responsibility)

- ❖ Introducing distinction between Diagnostic and Dialogic interventions
- ❖ Discussion on U-Process cycle of change
- ❖ Levels of listening uncovered setting a benchmark
- ❖ Understanding group dynamics and phases of transition
- ❖ Practical pointers on executing interventions

Business Process Optimisation & Change Management interventions (Full day workshop for Leadership team, Managers/ Supervisors with Team handling responsibility)

- ❖ Understanding of Systems Thinking dynamics
- ❖ Introduction to Design Thinking process
- ❖ Referring to tools for diagnosing internal and external factors
- ❖ Describing implementation using RACI matrix
- ❖ Awareness on influential factors impactors change in people dynamics
- ❖ Drafting Dos and Don'ts for internal communication

Informal Leadership (Full day workshop for Leadership team, Managers/ Supervisors with Team handling responsibility)

- ❖ Understanding distinction between Formal & Informal leadership
- ❖ Limitations of Reward & Punishment leverage in organizational structure
- ❖ Impact of Influence and Inspiration on group dynamics

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- ❖ Factors impacting charm, orator skills, and perceived sense making driving followership
 - ❖ Practical actionable points customized to each ones' leadership style

People Management beyond Carrot & Stick (Full day workshop for Leadership team, Managers/ Supervisors with Team handling responsibility)

- ❖ Reiteration on understanding of People Motivation
- ❖ Highlighting features of Carrot & Stick people management method
- ❖ Sharing of perspectives and motivations that go beyond carrot & stick
- ❖ Understanding individual and group psychology driving human decision making
- ❖ Articulating actionable principles impacting People Management

Driving sustainable businesses (Full day workshop for Leadership team, Managers/ Supervisors with Team handling responsibility)

- ❖ Understanding distinction between purpose of people to exist for business and purpose of business to exist for people
- ❖ Defining sustainability in impactful and outcome driven sense
- ❖ Factors driving sustainability of businesses
- ❖ Awareness on cost and investment of resources involved focusing on ROI