PERFORMANCE ENHANCEMENT PROGRAMME

Through Personal & Professional Effectiveness

Soft skills redesigned ...

3. The resource team

With experience, expertise and exposure in

- Teaching and Training
- HR Practices in Industry
- Training various groups for decades
- Preparation of resource materials, Training manuals
- Training Trainers
- Research in Value clarification and attitude shifting
- Extensive study on real-time case studies

Other Courses



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Tailor made programs to suit the specific needs of the target groups:

- **"PEP-Campus Connect"** — For Final year graduates/Post graduates/Job aspirants
- **"PEP-Students"** — Students
- **"PEP- Leaders"** — Leadership Programme
- **"PEP-Corporate"** — For Corporate TLs and Managers
- **"PEP-Teachers"** — For Teachers
- **"PEP Trainers"** — For Trainers
- **"PEP-Movements"** — For NGO Leaders
- **"PEP- Heads"** — For Decision Making Leaders
- **"PEP-Careers"** — For Persons who are preparing for their dream jobs

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Startree

Consulting Inc.



STARTREE

Reg.No: TN-02-0034681
GSTIN: 33AVKPV2916R1ZS

Soft skills redesigned ...

1. The dynamics

- 3 modules, 32 units, 100 Hours (70+30)
- Interactive, participatory, thought-insight inciting
- Worksheets based workshop model
- From simple to complex-from impossible to possible
- Reading materials, lecture input, video clips
- Games, physical and mental activities
- 40 participants ideal; can go up-to 45
- Module 1 is Foundation. Can opt for any one of the other two modules or both the modules
- A cafeteria model with select units from all the three modules for 10/15/20 hours, is also possible for initiated groups

* The Text (training materials) is only a Pretext; participants' Context is the real Text

Soft skills redesigned ...

2. The modules

I. Attitude

1. What constitutes attitude?
2. Is a shift in attitude possible and permanent?

II. Relationship

3. The Emotional Bank Account
4. Social competency
5. "If you want to gather honey, don't kick over the beehives"
6. Recognizing emotions in others
7. Winning over the Tagins
8. The whole greater than the sum of its parts.
9. Resolving Conflict to reconciliation
10. Sensitivity and managing work place.
11. Active Listening
12. Constructive Criticism
13. Win-Win sees life as a cooperative arena, not a competitive one

Soft skills To Enhance Performance by Utilizing your Potential

Soft skills redesigned...

III. Influencing skills

A) The process

14. Make your job easier

B) Skills and tools TO YOUR QUIVER

15. Effectiveness
16. Awareness of contemporary issues
17. Developing tools and skills for development
18. Think beyond 9 points
19. Analytical & critical thinking skills
20. Problem solving and Decision making skill
21. Managerial and Organizational skills
22. Crisis management skills
23. Time management skills
24. Skills in conducting meetings
25. Mind skills
26. Presentation and Interview skills

C) Sound and holistic development

27. Managing emotions
28. Resolving and managing conflicts
29. Integrated personality development
30. Desire to possess sound body and mind

D) Communicate your personality

31. Language skills-LSRW
32. Communicating for desired change

Soft skills To Enhance Performance by Utilizing your Potential