



Professional Development Workshop

A workshop which focuses to sharpen
the human resource skills of
employees.



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About this Workshop

This workshop from Right Info Training Campus focuses to sharpen the human resources skills of employees. It is the kind of human resource workshop that enables employees to oversee things in a skilled and professional way.

Eligibility

All employees who want to strengthen their skills and the non-professionals who wish to receive career advancement training will benefit from this workshop.

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1 Month
Course Fee
25000 INR

This workshop is intended for employees to learn and develop important human resources skills for dealing with people. We offer a number of different professional development opportunities for the aspirants to stay a head in their search for better opportunities and expand their professional networks.

Course Outline

1. Communication Skills

Verbal communication
Nonverbal communication
Listening
Personal skills
Define communication

2. Conflict Resolution

Define conflict resolution
Identify the source of conflict
Think beyond the conflict
Agreement with other party

3. Coaching

Define coaching
Enhance coaching skills
Effective implementation

4. Feedback

Definition of feedback
Accept and give criticism
Clarify and communicate

5. Decision Making

Belief in the course of action
Making choices by identifying a decision
Types of decision making processes
How to reach a final choice

6. Building a Team

How to develop a more creative working relationship
Define roles within team
Set rules for the team
Building trust

Benefits

We examine and evaluate the following important skills that the employees achieve to be successful in their life and career.

1. Communication Skills
2. Ability to receive and give feedback
3. Coaching for high performance
4. Conflict Resolution
5. Decision Making
6. Building a Team
7. Leadership Skills

Join in with this workshop and come out confidently. This one month workshop is focused to develop skills that are needed for effective first-line human resource management. Workshop contestants will learn:

1. How to communicate effectively
2. How to build up relationship by constructive feedback
3. Create a platform to conduct coaching sessions
4. An effective discussion model for conflict resolution
5. Key decision making and planning
6. Important elements of teamwork
7. How to enhance the team productivity
8. How to conduct and organize team meetings
9. Key leadership practices to lead from the front

During this workshop participants will have the opportunity for:

1. To have interactive sessions
2. Encouraged to take down the notes about sessions
3. Develop action plans to implement on their job