

4 DAYS RESIDENTIAL LEARNING PROGRAM

TOPIC

ASSERTIVE & INTERPERSONAL SKILLS FOR VIGILANCE EXECUTIVE(S)

DATES

**21-24 AUGUST 2018
(TUESDAY-FRIDAY)**

STAY & SESSIONS

**KEYS HOTEL
THIRUVANANTHAPURAM (TRIVANDRUM) KERALA**

organized by



STERLING INSTITUTE OF CORPORATE CONFERENCES & EVENTS

PALAKKAD, KERALA

**Email: info@sterlingeeventsindia.com
Log on: www.sterlingeeventsindia.com**

ABOUT THE INSTITUTION

Sterling Institute of Corporate Conferences & Events (SICC&E) is a Private professional Institution Established in the year 2005 at Palakkad District in Kerala State. The prime objective of the Institution is to organize/conduct Conferences & Events Viz. CEOs Meet, Leadership Development Learning Programs, Seminars, Soft Skills Training Programs in Corporate Management field. To glimpse Our Professional activities since 2005 please log on to our website www.sterlingeventsindia.com.

PROGRAMME OBJECTIVES

Interpersonal skills are the skills we use every day when we communicate and interact with other people, both individually and in groups. In the modern world of interdependence, Interpersonal Skills has become an important tool for effective management of Vigilance Department. Interpersonal skills include a wide variety of skills, such as listening, questioning and understanding the body language, gesture. This Learning program tries to make the Vigilance Executive/Manager (s) aware of their pro active role/initiative in dealing with various vigilance issues of organization. This Learning Program outcome will tries to inculcate proper values and realize the importance of interpersonal relations, approach in asserting their rights and infusing the fine art of Vigilantism for better coordination and effective management of Vigilance functions.

TOPICS COVERED

- **How to practice active listening skills while conversations.**
- **How to appreciate providing information.**
- **How to use positive Body Language/expression during Vigilance Matters.**
- **How to thoroughly understand others in work place**
- **Assertiveness as against arrogance.**
- **How to be an Effective communicator & Presenter**
- **Learn Different situations - passively, assertively or aggressively**
- **Learn how to communicate assertively**
- **The Benefits of being Assertive .**
- **Basic P.R Skills needed for Vigilance Executives/Officers.**

METHODOLOGY

A combination of discussion based lectures, case examples, and structured exercises, experience sharing sessions will form the methodology of the Programme.

LEARNING BENEFIT

- ❖ **Better Interaction in Vigilance Matters.**
- ❖ **Improved listening, questioning ability.**
- ❖ **Improved Communication & Presentations Skills.**
- ❖ **Better Co-ordination for effective Investigative Management.**

WHO IS RIGHT FOR THE PROGRAMME

The learning programme is designed for Junior and Middle Level Manager/Executive (s), Senior Executives of Vigilance Department of Central PSUs, and State government Public Sector Undertakings and its statutory organizations, Banking Institutions. This Program immensely useful to all Senior Officials of Government of India, Ministry Officials, Senior Vigilance Officers of Defence Personnel, etc. It will be more beneficial to various Vigilance Officers/Officials of Statutory Boards and Organizations. Senior Officers/Executives of RTI Department can also participate this residential training program.

FACULTY: SHRI R. CHANDRASEKHARAN

He has been in the training field for more than 25 years in India and Abroad. Basically an Electrical Engineer, attended and conducted various management courses in India, London, Sweden and Middle East. Held various portfolios in the Gulf countries & London and now a Trainer, Mentor, facilitator and Coach. Also, a Business Consultant based in Kochi. Extensively travelled the world. Some of the areas of training are Business Communication, Business and Social Etiquettes, Cross Country Culture, HRD, Organizational and Administrative Skills, Leadership Ability, Delegation, Interpersonal Skills, Performance Reviews Skills, Sales and Marketing Orientation Skills, Negotiation Skills, Portfolio, Management etc. **Recent Past he conducted number Learning Programs for Vigilance Executive/Officer (s)**

DATE: 21-24 AUGUST 2018 (TUESDAY -FRIDAY)

TENTATIVE PROGRAMME SCHEDULE

Date	Event	Time / Duration
21.08.2018 (Tuesday)	Check-in Lunch Registration & Inauguration Learning Session I & II Dinner	12.00 Noon 13.00 Hrs – 14.00 Hrs 14.00 Hrs – 14.30 Hrs 14.30 Hrs – 17.30 Hrs 20.30 Hrs
22.08.2018 (Wednesday)	Session III	09.00 Hrs – 17.30 Hrs
23.08.2018 (Thursday)	Session IV Session V	09.00 Hrs – 13.00 Hrs 14.00 Hrs – 17.00 Hrs
24-08-2018 (Friday)	Valedictory Session Feedback Session Check-out	09.00 Hrs – 10.30 Hrs 10.30 Hrs – 11.00 Hrs 12.00 Noon

STAY & CHECK IN/OUT

Participants will Check-in at Keys Hotel, Thiruvananthapuram (Trivandrum) on **21st August 2018 by 12.00 noon** and will Check – out from the Hotel on **24th August 2018 at 12.00 Noon**. They will be provided **SINGLE DELUXE ACCOMMODATION** (Prior and extended stay will be charged extra). Accompanying spouse will be charged extra.

HOW TO REACH THE VENUE: KEYS HOTEL, TRIVANDRUM, KERALA

Keys Hotel, situated at Trivandrum(Thiruvananthapuram), capital city of Kerala Opp Fire Brigade, Housing Board Junction. By Air: **Nearest airport is Trivandrum with (06 Kms).** By Rail: **Nearest railway station is at Trivandrum(Thiruvananthapuram) with 2 Kms..**

SIGHTSEEING

Places to see; Kovalam Beach, Sree Padmanabha Swamy Temple, Kanyakumari, Palace, Zoo, etc. During the program Sightseeing will be organized. Places will be Palace at Marthandam, Sunset at Kanyakumari OR Kovalam, Poovar Beach and Padmanabha Swamy Temple.

FEE

The participation fee of **Rs. 30,000/-** per participant (inclusive of Boarding, Accommodation, Program Materials, Kits, Limited entertainment, Sightseeing), **(Rs. 5000/- extra if accompanied by spouse includes all).** (Prior or extended stay will be charged extra). Last minute cancellation of nomination will not be entertained, if any circumstances, a substitute be nominated or otherwise full participation fee).

REGISTRATION

Please send your nomination through e-mail at **info@sterlingeeventsindia.com** on or before **13th August I 2018** followed by participation fee by **Demand Draft/NEFT/RTGS (Bank Account details will be provided on request through Email)** in favour of **M/s Sterling Institute of Corporate Conferences & Events** and payable at **Palakkad, Kerala.**

SECRETARIAT

**P. RADHAKRISHNAN
DIRECTOR**

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