

4 DAYS

RESIDENTIAL CORPORATE LEADERHIP DEVELOPMENT LEARNING PROGRAMME

TOPIC

“ASSERTIVE & INTERPERSONAL SKILLS FOR MANAGER/EXECUTIVE (s)”

DATES

**23-26 JULY 2018
(MONDAY-THURSDAY)**

STAY & SESSIONS

**KEYS RONIL HOTEL
SAUNTA VADDO BAGA CALANGUTE BARDEZ GOA,**

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 registered Institution. For more details visit www.sterlingeventsindia.com

PROGRAMME INTRODUCTION

If the Corporate Manager/Executive (s0 want to be successful, more confident, positive and cooperative in their approach to others, and also wish to improve your ability to influence, then assertiveness is a must. This residential learning program benefits to learn the skills to express your mistake, feelings and beliefs without hurting the rights of others. Apart from Assertive, Interpersonal Skills too has become an important tool for effective people management. This 4 Days residential Learning program tries to make the participants aware of their role as social beings, responsible managers at the workplace and outside. It tries to inculcate proper values and realize the importance of empathy and polished approach in asserting their rights and infusing the fine art of empathy for better coordination and effective management.

TOPICS TO BE COVERED - (PPT will be on the following topics)

- ***What is Assertiveness***
- ***Assertive skills and techniques***
- ***Assertive & aggressive behaviour***
- ***How People become Confident***
- ***What is Self Confidence***
- ***The importance of Empathy***
- ***Listening & Interpersonal Skills***
- ***Verbal & Non verbal Skills***
- ***Managing Tough Situations***
- ***Body Language of Assertiveness***
- ***How to Manage Non Assertive People***
- ***Recognizing and Entertaining success***
- ***Best Practices of Communication amongst People***
- ***How to be free from stress***

METHODOLOGY

A combination of discussion based lectures, cases with practical corporate examples, structured behavioral exercises and management games will form the methodology of the Training program.

LEARNING BENEFIT

- ✓ ***A better understanding of assertive behavior***
- ✓ ***An Excellent Mentor***
- ✓ ***To improve assertiveness skills***
- ✓ ***Boost self-confidence***
- ✓ ***Improved listening ability.***
- ✓ ***Excellent and Effective Performer with Rich Interpersonal Skills***

WHO IS RIGHT FOR THE PROGRAMME

Middle and Senior Level Executive/Manager(s) of HRD, Personnel Management, Finance & Marketing, Administration, Section Heads & Senior Secretarial Officers/Managers and or Executive/Manager(s) of any other functional area of management from Central and State Government Public & Private Sector organization/Institutions(s), Banking, Financial Institution Personnel, etc. can also benefit from this Leadership Learning Program Heads of Academic institutions would also be benefited by attending the programme. Senior Executives/Officers of various Govt. of India departments can also attend this Program. Executive/Officer (s) of State Government Public Sector and its statutory institution/organization (s) and various department can also participate this program.

SHRI . G. AILAIHAH, with more than thirty three years of industrial experience in the field of Human Resource Development with Particular reference to Personnel, industrial relations and welfare. He started his career as a Labour Officer with Navabharath Ferro Alloys Limited Palwancha, Kothagudem, A.P. and then joined as Welfare Officer in Singareni Collieries Company Limited and after serving in various capacities he retired as General Manager (Welfare) in the year 2009. He worked as internal faculty for various programmes organized by Singareni Collieries HRD Department on Human Resource Development and also as Guest Faculty for **Sri. Ram Centre for industrial relations and Human resources, New Delhi**. He uses innovative techniques in training the managers by adopting interactive methods and making each session lively and informative. He had an outstanding academic and professional career to his credit. A Post graduate with MBA from Osmania University

DATE: 23-26 JULY 2018 (MONDAY-THURSDAY)

TENTATIVE PROGRAMME SCHEDULE

Date	Event	Time / Duration
23.07.2018 (Monday)	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
24.07.2018 (Tuesday)	Session III	09.00 Hrs – 17.30 Hrs
25.07.2018 (Wednesday)	Session IV Session V	09.00 Hrs – 13.00 Hrs 14.00 Hrs – 17.00 Hrs
26-07-2018 (Thursday)	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 Ronil Hotel** situated at **SAUNTA VADDO BAGA CALANGUTE BARDEZ GOA** on **23RD July 2018 by 12.00 noon** and will Check – out from the Hotel on **26TH July 2018 at 12.00 Noon**. They will be provided **SINGLE DELUXE ACCOMMODATION** (Prior and extended stay will be charged extra). Accompanying spouse **Rs.8000/-** which includes all for 4 days.

HOW TO REACH THE VENUE: KEYS RONIL HOTEL, GOA.

Keys Hotel Goa , placed right next to **Tito's Cabana and Britto's – the hotspots Baga Lane**. **By Air: Goa** with (45 Kms). Nearest **1. Railway Station** on Konkan Railway Route **THIVIM** with 20 Kilometers **2. MADGAOIN** with 51 Kms. Metro and Industrialized Cities in India are Conveniently connected by Air, Rail and Road.

SIGHTSEEING

Places to see; Baga Beach, Calangute Beach etc. sightseeing will be organized during the program.

FEE

The participation fee of **Rs. 32,000/-** (inclusive of Boarding, Accommodation, Program Materials, Kits, Limited entertainment, Sightseeing), (**Rs. 7000/- extra if accompanied by spouse includes all for 4 days**). (**Prior or extended stay will be charged extra**). **Avoid last minute cancellation of nomination, if any circumstances, a substitute be nominated or otherwise 30% participation fee**).

REGISTRATION

Please send your nomination through e-mail at **info@sterlingeeventsindia.com** on or before **16TH July 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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