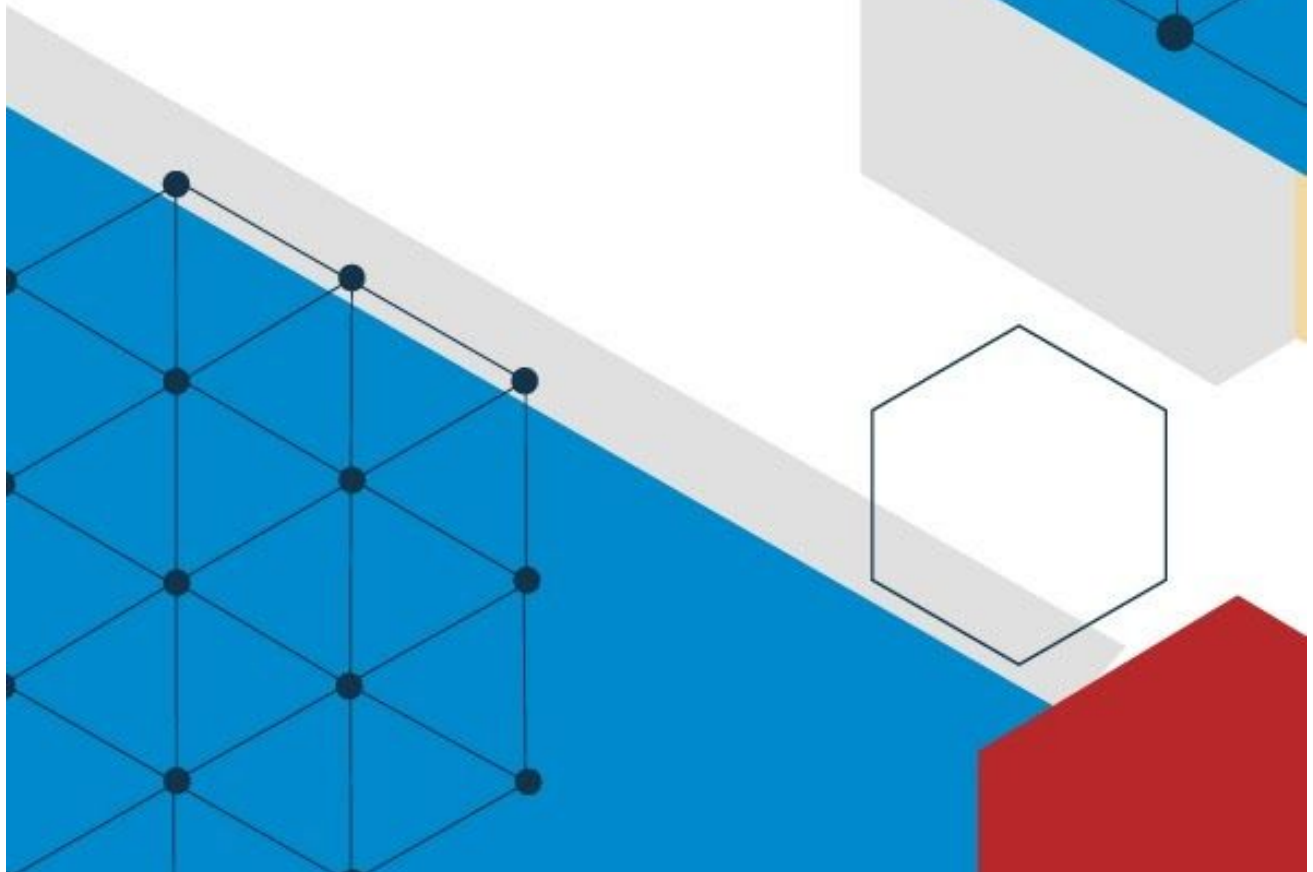




Talent Development



Talent Development Program

Overview

Innostra's **Talent Development** program has been developed to meet the **your Organisation's needs** for a highly effective workforce. It's goal is to groom junior recruits into highly effective employees that demonstrate great professionalism and high standards in their interaction and communication with colleagues and clients.

The program will also help them understand and adopt the **Organization's values** in a practical way at work.

The program has been structured in **7 Modules** that will be delivered over **7 full-day** (or 14 half-day) workshops .

Modules	Duration	Program Name	Topic
Module 1	1 day	"The Professional In You"	<ul style="list-style-type: none"> ● Professional Etiquette at Work ● Integrity & Accountability In The Workplace ● Personal Responsibility & Self Leadership ● Corporate values and culture
Module 2	1 day	"Effective Client Interaction"	<ul style="list-style-type: none"> ● Client Care/Service Standards ● Customer Experience ● Business Writing ● Client Communication (incl. email etiquettes).

Module 3	1 day	“Delivering Effective Presentations”	<ul style="list-style-type: none"> ● Creating the presentation ● Making a great 1st Impression ● Engaging & Involving the Audience ● Influencing and making an impact.
Module 4	1 day	“Productive Working Relationships”	<ul style="list-style-type: none"> ● Building trust and rapport ● Communicating Effectively ● Handling interpersonal Conflicts ● Developing Positive Relationships
Module 5	1 day	“Emotional Intelligence at Work”	<ul style="list-style-type: none"> ● Understanding emotions and their messages. ● Managing your emotions ● Inducing and Accessing powerful states. ● Dealing with Complaints & Difficult Customers / Co-workers
Module 6	1 day	“Effective Time Management”	<ul style="list-style-type: none"> ● Identifying vital functions and priorities ● Weekly & Daily Planning ● Enhancing your productivity at work ● Organization for maximum effectiveness and & reducing Time Wasters.
Module 7	1 day	“Monitoring Projects & Deadlines”	<ul style="list-style-type: none"> ● Conducting & Managing Meetings Effectively ● Delegating Effectively ● Monitoring and Following up ● Managing Objectives & Deadlines.

Scope & Duration

Each module consists of **1 Full-day** (or 2 Half-day) of Group Training.

Capacity

To provide an **optimum** learning experience for the participants, **Innostra** is limiting the number of participants per coaching program to a maximum of **12 participants (min 6)**.

Terms & Conditions

Program Fees (for Internal Coaching/Training)

A special group rate will be applicable for this program. Hence, for groups [of 6-12 participants], the fees are **Rs 30, 000 per module** (5.5 to 6 contact hours).

This **excludes** the catering fees, location of training room & stationery fees. These will be discussed and agreed before the start of the training.

Certificate of Attendance

A Certificate of Attendance will be issued to all participants at the end of each module.

HRDC Refund

All the modules are **MQA** approved (or will be) and the course fees will be eligible for **HRDC** refund.

Payment

The Program fees are to be paid (by check or cash) for one module at a time, and at least 3 days before the start of each module. Checks can be drawn on the order of **Intellisource (Indian Ocean) Ltd.**



Why will you accept less when you can get so much more out of yourself, your team & your business?

If you believe in maximizing & optimizing your potential, assets and resources, then do not hesitate to contact us. We'll be glad to help.

Contact Us

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