

**METAMORPHOSIS**  
**BUSINESS PROFESSIONALISM DEVELOPMENT PROGRAM**  
 Organized by Venture Center Library and Aishwarya Consultancy Services



| <b>Potential gains</b> | <p>Growth creates a beautiful butterfly out of a caterpillar. We believe development takes place by stretching yourself beyond your comfort zone and new experiences bring about metamorphosis in the individual. New awareness creates new dimensions of one’s personality and a multi faceted personality leads to development and success!</p> <p>With focus on experiential learning, Venture Centre and ACS bring to you a month long personal developmental program</p> <p>Your investment of only 2 hours a day for a month and the results will benefit you for a lifetime. Join now</p>  |                 |                 |        |        |              |              |                 |                 |
|------------------------|---|-----------------|-----------------|--------|--------|--------------|--------------|-----------------|-----------------|
| <b>Organized by</b>    | <ul style="list-style-type: none"> <li>• Venture Center Library</li> <li>• Aishwarya Consultancy Services</li> </ul>  |                 |                 |        |        |              |              |                 |                 |
| <b>For whom</b>        | <ul style="list-style-type: none"> <li>• Open to all in Age Group 18 yrs and above</li> </ul>   |                 |                 |        |        |              |              |                 |                 |
| <b>When</b>            | <p><b>Duration : 4 weeks   Starts- 16<sup>th</sup> Aug. – Ends – 10<sup>th</sup> Sept. 2016</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Week 1</th> <th style="padding: 5px;">Week 2</th> <th style="padding: 5px;">Week 3</th> <th style="padding: 5px;">Week 4</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">16-20 August</td> <td style="padding: 5px;">22-27 August</td> <td style="padding: 5px;">29 Aug -3 Sept.</td> <td style="padding: 5px;">5 Sept-10 Sept.</td> </tr> </tbody> </table> <p><b>2 hrs. per day, Total 46 hours. - 6.00 pm to 8.00 pm</b></p> | Week 1          | Week 2          | Week 3 | Week 4 | 16-20 August | 22-27 August | 29 Aug -3 Sept. | 5 Sept-10 Sept. |
| Week 1                 | Week 2  | Week 3          | Week 4          |        |        |              |              |                 |                 |
| 16-20 August           | 22-27 August  | 29 Aug -3 Sept. | 5 Sept-10 Sept. |        |        |              |              |                 |                 |
| <b>Where</b>           | <p>Training Room, Venture Center, 100 NCL Innovation Park, Dr. Homi Bhabha Road, Pune-411008</p>  |                 |                 |        |        |              |              |                 |                 |
| <b>Contact</b>         | <p>Ms. Lipika Biswas, Venture Center, Phone: +91-20-25865877  <br/>                 Email: <a href="mailto:eventsdesk@venturecenter.co.in">eventsdesk@venturecenter.co.in</a></p>   |                 |                 |        |        |              |              |                 |                 |
| <b>Cost</b>            | <p><b>Rs. 2500/-   Attendance only on confirmation of registration   Limited (25) seats.</b></p> <p>Register online at: <a href="http://goo.gl/forms/DDwm581PoddISP703">http://goo.gl/forms/DDwm581PoddISP703</a><br/> <b>Registration closes: 13 August 2016 at 5pm</b></p> <p>Note:-</p> <ul style="list-style-type: none"> <li>• Fees paid is not refundable and non transferable under any circumstances.</li> <li>• Organizers reserve the right to accept or refuse or delay registrations so to optimize the composition of the group and hence maximize learning for all participants.</li> </ul>   |                 |                 |        |        |              |              |                 |                 |



## Introduction

Growth creates a beautiful butterfly out of a caterpillar. We believe development takes place by stretching yourself beyond your comfort zone and new experiences bring about metamorphosis in the individual. New awareness creates new dimensions of one's personality and a multi faceted personality leads to development and success!

With focus on experiential learning, Venture Centre and ACS bring to you a month long personal developmental program, the takeaways of which are as follows:

### **You will learn**

- More about yourself and your personality
- To utilize your strengths and minimize your weaknesses
- To communicate better to be able to get your point across
- How to establish rapport and build trust
- How to defuse and calm a very angry person
- Understand the important difference between confronting and criticizing
- How to give and receive feedback effectively
- To give better presentations to enhance your sales
- The proper business etiquette to polish your image
- To take timely decisions
- To learn problem solving with objectivity
- To walk and talk with confidence...

## Methodology: Experiential learning

- Trainer led discussions
- Use of PowerPoint Presentations
- Activities/ Management games
- Role plays
- Audio- video clips
- Exercises and games



| Workshop Schedule  |   |              |
|--|---|--------------|
| Time   | Session Content   | Faculty      |
| <b>Week 1</b><br><b>16 Aug – 20 Aug   Time: 6.00 to 8.00 pm</b>    |   |              |
| 16 Aug.<br>6.00-6.30 pm  | Registration  | Ms Lipika    |
| 6.30 – 8.00 pm   | Workshop Exploratory and Icebreaker; Workshop flow introduction; Importance of Business Professionalism for a Successful Career | Yogini Joshi |
| 17 Aug.  | Understanding your personality<br>SWOT Analysis Action Plan   | Yogini Joshi |
| 18 Aug.  | Understanding your barriers to communication and getting over those   | Yogini Joshi |
| 19 Aug.  | Rapport building techniques and listening skills  | Yogini Joshi |
| 20 Aug.  | Giving and receiving feedback, difference between confronting and criticizing   | Yogini Joshi |
| <b>Week 2</b><br><b>22 Aug – 27 Aug   Time: 6.00 to 8.00 pm</b>    |   |              |
| 22 Aug.  | How to handle angry, aggressive persons<br>Building your confidence   | Yogini Joshi |
| 23 Aug.  | Your Own Body Language- what does it say?   | Yogini Joshi |
| 24 Aug.  | How to give High Impact Presentations   | Yogini Joshi |
| 25 Aug.  | Public Speaking Techniques & Practice   | Yogini Joshi |
| 26 Aug.  | How to give High Impact Presentations – Practice  | Yogini Joshi |
| 27 Aug.  | How to give High Impact Presentations – Practice  | Yogini Joshi |
| <b>Week 3</b><br><b>29 Aug. to 3 Sept.   Time: 6.00 to 8.00 pm</b> |   |              |
| 29 Aug.  | Language Enhancement – Basic Framework of Grammar   | Yogini Joshi |
| 30 Aug.  | Tenses – Activity   | Yogini Joshi |
| 31 Aug.  | Subject Verb Agreement – Activity   | Yogini Joshi |
| 1 Sept.  | Articles – Game   | Yogini Joshi |
| 2 Sept.  | Prepositions – Activity   | Yogini Joshi |
| 3 Sept   | Email Writing   | Yogini Joshi |

**Week 4**

**5 Sept. to 10 Sept. | Time: 6.00 to 8.00 pm**

|         |   |              |
|---------|---|--------------|
| 5 Sept. | Business Etiquette for A Good First Impression                    | Yogini Joshi |
| 6 Sept. | Business Etiquette for A Good First Impression                    | Yogini Joshi |
| 7 Sept. | Problem Solving Approach and Techniques - Discussion and Activity | Yogini Joshi |
| 8 Sept. | Decision Making – Discussion and Activity                         | Yogini Joshi |
| 9 Sept. | Any other topic requested by participants                         | Yogini Joshi |
| 10 Sept | Open Discussion on Workshop, Q/A, Feedback Certificates           | Yogini Joshi |

**Anchor Faculty**



**Yogini Joshi**

**Director & Lead Trainer at Aishwarya Consultancy Services**

An MBA in HR, plus a post graduate in Economics, Yogini has completed her 'Train the Trainer' Course from Dale Carnegie Training, a Diploma from Roosevelt High School, Portland, Oregon, USA. Her overseas experience consists of working as an Ombudsman with the Department of Human Services, Oklahoma, USA.

Yogini has been in the field of Corporate Soft Skills Training for the last decade. She has conducted and developed Training Programs for diverse sectors such as IT, Manufacturing, Defence, Retail, Engineering and Management Colleges & NGOs. She specializes in Communication Skills, Cross Cultural Orientation, Emotional Intelligence, Leadership Skills, Customer Service. A feather in her cap has been the 'Advanced Communication Skills' program - Designed, Developed and Conducted by her for 700 cadets of the National Defence Academy - Pune, in November 2011 and May 2012. She has a wide range of experience with the corporate sector in India and has trained more than 20,000 candidates at all levels of Management.



## Organized by



The Venture Center Library aims to support and enhance the entrepreneurial ecosystem in and around Pune. We invite entrepreneurs, scientific researchers, technology innovators, IP & technology commercialization professionals and venture investors to take advantage of our collection of books, periodicals, reports and research services.

For more visit us at: <http://www.vcenterlibrary.org/index.php>



We, ACS, are an organization dedicated to Enhancing the Skill Capital of Individuals and Organisations through Soft Skills and Behavioural Skills Development. ACS has trained more than 25000 people, across all sectors and all managerial levels. Over 30 companies and 20 colleges are our clients, notably National Defence Academy, Kirloskar group companies, Atos, L & T Infotech, Harman, ASK Chemicals, Aviva Life Insurance, Pashankar Auto, Vodafone, Bharat Forge, Pune Municipal Corporation officers, Indira Institute of Management, Trinity college of Engineering, Pimpri Chinchwad College of Engineering, JDC Bytco, Anuradha Engineering College among others.

More on: <http://www.aishcon.in>