

( Sri Ramakrishna International Institute of Management )
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# IN - COMPANY MANAGEMENT DEVELOPMENT PROGRAMMES

LEADERSHIP EXCELLENCE	SELF MANAGEMENT	RELATIONSHIP MANAGEMENT	MANAGING TEAMS EFFECTIVELY	MANAGERIAL EFFECTIVENSS
Who is it for?	Who is it for?	Who is it for?	Who is it for?	Who is it for?
Departmental	VVIIO 13 10 101 :	For Officers /	Department	Department
Heads/Plant	Executives who need	Relationship	Heads/Retail	Heads/Retail
Heads/Store	to manage	Managers of Banks,	Heads/Plant	Heads/Plant
Managers/Regional /	themselves, build a	Finance Companies,	Heads/Regional Sales	Heads/Regional Sales
Zonal Managers.	career plan to succeed in life.	Insurance Companies.	Manager etc.	Manager etc.
Learning objectives:	Learning objectives:	Learning objectives:	Learning objectives:	Learning objectives:
1. To understand the	Learning Objectives.	1.Understand the	1.Learning about Team	1.To understand the
complexity of change &	1. Understand the	significance of	Building.	Principles of
learn different theories	issues of change, and	creating effective		Management.
of Management of	the need to have a	relationships.	2. Learning	
Change.	purpose in life, Agility,		Participatory skills to	2.Understanding 7
	Innovation and	2. Dale Carnegie's	engage and empower	Areas of being a good
2. Learn the latest	Flexibility to improve	lessons on how to Win	people.	Manager by Harvard
theories on Leadership	effectiveness.	and Influence People.		Business School.
such as Servant		0 0 11 11 66 11	2. Learning to Motivate	2 One Minute
Leadership, Five Levels	2. Understand Self at a	3. Building effective	People through informal rewards.	3. One Minute  Manager of Ken
of Leadership,	fundamental level and	Oral and Written	illiorillai rewarus.	Blanchard.
Transformational Leadership etc.	creating a Career Plan.	Communication Skills. Improving Listening	3. Learn to handle	Dianchara.
Leadership etc.	3. Learn all aspects of	Skills.	difficult and conflicting	4. Learning methods to
3. Learn Facilitation	Emotional	JKIII3.	situations more	build effective teams
Skills to engage &	Intelligence.	4. improving Human	effectively.	using participatory
empower people.	intelligence.	Relations Skills.	,	processes.
	4. Understand the		4. Learn to build	
4. Learn how to create a	purpose of	6. Image Management	effective teams.	5. Learning to delegate
Departmental Vision.	Communication.	: Grooming, Etiquette,		and build people.
		Dressing, Accessories	5. Recognize the	
5. Global Best Practices	5. Develop skills in	etc.	behaviors associated	6. Effective Decision
in motivating people.	Human Relations.		with Transactional	Making.
		7. Improving	Analysis.	7 Dalamati.
	6. Improving	Presentations Skills.	6 Conflict	7. Delegation
	Presentation Skills.		6. Conflict	8. Conflict
			Management.	Management.
				ividilageillefit.

## Course Content:

- 1. Management of Change. We cover the works of Prof. Rosabeth Moss Kanter, Charles Handy, C. K. Prahlad etc.
- 2. We provide training to create Vision & Core Values.
- 3. We cover Leadership theories of James McGregor Burns on Transformational Leadership, John Maxwell's, Five Levels of Leadership & Robert Greenleaf's Servant Leadership.
- 4. Creation of a Customer Centric Culture (CCC): Case study of South West Airlines.
- 5. Motivational Techniques : Learning Facilitation skills to empower people :
  - Open Space Technology.
  - Conversation Method.
  - Cause & Effect Diagram.
  - Brainstorming Technique.
  - OICA

**Duration:** Two days

Faculty: Dr. Ashoke K. Maitra, Ph.D, Stanford University, USA.

## Course Content:

- Understanding Complexity of Change.
- 2. Undertaking a Career Planning Exercise to identify needs, set Goals, make a plan for development with clear milestones.
- 3. Developing Skills in Emotional Intelligence. Recognizing our emotions and how they impact on our behavior. Assessing current levels of emotional competence and areas we would like to handle better.
- 4. Building skills in Effective Communication
- 5. Developing skills in Presentation.
- 6. Learning Time Management skills
- 7. Exploring
  Motivation raising
  energy to achieve
  goals and maintaining
  energy through
  setbacks.

**Duration:** Two days

Faculty: Dr. Ashoke K. Maitra, Ph.D, Stanford University, USA.

## Course Content:

- 1. Understanding the importance of creating Winning Relationships.
- 2. Effective Communication Skills. Improving Listening Skills.
- 3. Image Management : Importance of correct dressing, grooming, etiquette, manners etc in dealing with HNI clients.
- 4. Human Relations Skills.
- 5. Presentation Skills.
- 6. Understand how to deal with difficult clients.
- 7. The skills of assertiveness and saying no.
- 8. Building rapport through 'matching' and 'mirroring'.
- 9. Managing conflict: frustration and anger.
- 10. The techniques to move from conflict to collaboration.

**Duration:** Two days

Faculty: Dr. Ashoke K. Maitra, Ph.D, Stanford University, USA.

## Course Content:

- 1. Building skills in Effective Communication with teams.
- 2. Learning Servant Leadership and 360 Degree Leadership.
- 3. Learning to motivate and inspire people using practical sessions.5. Introduction to Transaction Analysis.
- 4. Developing a framework to deal with difficult behavior and manage conflicts.
- 5. Learning Facilitation methods to engage and empower people.
- 6. Exploring Motivation raising energy to achieve goals and maintaining energy through setbacks.
- 7. Building rapport through 'matching' and 'mirroring'.
- 8. The techniques to move from conflict to collaboration.
- 9. Creation of a Customer Centric Culture (CCC):

**Duration:** Two days

Faculty: Dr. Ashoke K. Maitra, Ph.D, Stanford University, USA.

## Course Content:

- 1. Principles of Management.
- 2. Role and function of a manager.
- 3. John Maxwell's Five levels of Leadership.
- 4. Developing skills and methods to empower people.
- 3. One Minute Manager of Ken Blanchard.
- 4. Learning methods to build effective teams using participatory processes.
- 5. Learning to effectively manage conflicts.
- 6. Learning to build effective teams.
- 7. Learning methods in effective Decision Making.
- 8. Art of Delegation.
- 9. Effective Decision Making.
- 10. The techniques to move from conflict to collaboration

**Duration:** Two days

Faculty: Dr. Ashoke K. Maitra, Ph.D, Stanford University, USA.

| Course Fee:            |
|------------------------|------------------------|------------------------|------------------------|------------------------|
| Rs. 64,000/- per day + |
| applicable G.S.T.      |
|                        |                        |                        |                        |                        |