Cost Effective & Efficient Training Programs for All Your In-House Training Needs

Training programs for all levels - Workers, Middle Management & Top Management
Training Areas – Soft Skills, Computer Skills and Technical Skills

Conducting in-house training programs that are cost effective, efficient and relevant is a challenging job. At outstanding productivity, we have been helping our clients to conduct training programs that give significant and measurable outcomes. We employ world class training delivery and tools and unique methodology to deliver significant, measurable and sustainable change in participants’ behavior.

We have panel of carefully selected affiliate trainers with a 10 plus years of experience at the minimum. We have the right training and trainer for all programs on your training calendar – You may choose from more than 50 training programs from the list below.

Contact us for program outline and further details.

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Benefits to the Company

- Higher motivation, ownership towards work and better retention
- Great stability and high levels of productivity
- Stress reduction in workplace
- Attitude of “Let’s find a solution”
- Improved relationship with colleagues and better team co-operation
- Get the edge on the competition and give your business a mark of excellence
- Sessions conducted in Hindi Or English
WORKERS TRAINING SESSIONS TOPICS

- Self-Motivation & Positivity
- Honesty & Ownership towards Work
- Health & De-addiction, Hygiene & Grooming
- Cost-consciousness & Waste reduction
- Energy & Material saving
- Basic concepts of 5S & Kaizen
- Interpersonal Communication - Relationship with family, co-workers
- Etiquettes & Manners
- Financial Planning & Savings - Basics of money banking, loans etc.
- Health, Safety Awareness & Environment, Maintenance
- Team-work and synergy
- Punctuality & Time- management
- Goal- setting & Planning

TRAINING PROGRAMS FOR JUNIOR AND MIDDLE MANAGEMENT

Soft-skills Training Programs Topics

- Building Relationships for Success in Sales
- Building Self Esteem and Assertiveness Skills
- Change Management: Successfully Managing Change
- Coaching & Mentoring Skills
- Communication Strategies in the Workplace
- Conducting Effective Performance Reviews
- Conflict Management & Resolution
- Creative Thinking
- Customer Service Training: Delight Customers
- Delegation: The Art of Delegating Effectively
- Ethics for the Office
- Etiquette - Gaining That Extra Edge
- Effective Sales Presentations
- Effective Planning & Scheduling
- English Language Training-ESL
- Emotional Intelligence at Work
- Employee Accountability & Engagement
- Ensure Team Effectiveness
- Finance for Non-Finance Executives
- Hiring for Success: Behavioral Interviewing Techniques
- Human Resources Training: HR for the Non HR Manager
- Innovation Training: Idea generation and business transformation
- Leadership: Managers to Leaders
- Leadership Skills for Supervisors
- Lean Process Improvement
- Manage People and Performance
- Mentoring and Coaching Employees
- Meeting Management: The Art of Making Meetings Work
- MindMap Training: The New Age Thinking Tool
- Motivating & Engaging Your Employees
- Negotiating for Results
- Outbound Trainings
- Personal Development Boot Camp
- Performance Management: Managing Employee Performance
- Problem Solving & Decision Making
- Public Speaking & Presentation Skills
- Secrets of Change Management
- Succession Planning: Developing and Maintaining a Succession Plan
- Stress Management
- The Effective Administrative Assistant
- Talent Management
- Team Building: Developing High Performance Teams
- The Professional Supervisor
- Time Management: Get Organized for Peak Performance
- Train-the-Trainer - Inspire, Motivate and Educate
- Working Smarter: Using Technology Effectively
- Writing Reports and Proposals

**Computer Related Program Topics**

- MS – Project
- Intermediate MS Word
- Advanced MS Word
- Intermediate MS Excel
- Advanced MS Excel
- Intermediate Outlook
- Advanced Outlook
• Intermediate Power Point
• Advanced Power Point

Technical Skills Program Topics
• Project Management Fundamentals
• 5s and Kaizen
• Lean Management
• Project Management Techniques to Increase Effectiveness

TRAINING PROGRAMS FOR SENIOR AND TOP MANAGEMENT
• OPM - Personal Productivity Management
  o Best Practices in Time and Workflow Management
• Bring Out the Leader in You
  o Don’t just Manage, Lead and Inspire
• Winning Presentation Skills
  o Prepare and Deliver Impactful Presentations
• Connect and Collaborate
  o Don’t just Communicate
• Train the Trainer
  o Subject Knowledge to Excellent Facilitation Skills
• Emotional Intelligence
  o Connect with others and managing emotions
• Team Building and Conflict Management
  o Build high performing teams that perform
• Effective Leadership Series
  o Foundation to Outstanding Performance - 7 Programs in a Year

For More Details Contact
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