

**FANDS Infonet Pvt. Ltd.**  
**Announces A One Day Open Workshop in Pune on**  
**'First Time Manager'**  
**on 16<sup>th</sup> September 2017**  
**Visit Us : [www.fandsindia.com](http://www.fandsindia.com)**



### Season's Greetings!

Fands Infonet is offering you an opportunity to take your Career at new heights by attending our Soft Skills, Behavioral & Motivational Trainings.

Soft skills refer to the cluster of personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees

In today's world of globalization, a software developer is not a scientist working in isolation. It has become common that the developer needs to work on site or have to interact with the partners in countries like US, UK, Australia or New Zealand. Doing business with clients from across the world demands not just a high

### Learning Objective

After attending this program, participants will be able to:

- + Understand their roles as leaders and evaluate their leadership profile
- + Evaluate and develop their personal leadership style
- + Use the skill will matrix for effective delegation
- + Evaluate the major tasks of a leader and develop their leadership style using the following:
  - Appropriate Coaching Style
  - Appropriate motivational technique
  - Appropriate Conflict resolution style
  - Appropriate decision-making and problem solving process
  - Effective planning and goal setting

### Training Methodology

All sessions will be conducted in an interactive mode, who will encourage optimal exchange of thoughts, ideas, and feelings.

Instructional methodology consists of all (or some) of the following:

- + Instructor Led Training
- + Individual, Paired and Group Activities to discover and experience learning concepts
- + Lectures using PowerPoint Presentations
- + Facilitator led group discussions
- + Case study and scenario analyses
- + Role plays to demonstrate and assess skills
- + Profiling instruments or diagnostic exercises
- + Written exercises for practicing skills and self-assessment
- + Popular and Training film analyses to explore and illustrate instructional concepts

### Workshop Contents

degree of technical skills but also awareness of culture specific behaviors. And that makes it necessary to develop employee's interpersonal and behavioral skills. Therefore soft skilled employees are high in demand for Indian IT companies who are now involved in bigger projects.

**We also conduct workshops on the following topics**

**Personal Effectiveness**

- Maximizing your Potential
- Emotional Intelligence
- Stress Management
- Accountability & Ownership
- Interpersonal Skills

**Management Development Program**

- First Time Manager's program
- Creativity & Innovation
- Cross Culture Sensitization
- Who moved My Cheese
- Effective Meetings

Modules	Focus Areas
Role Clarity	<ul style="list-style-type: none"> <li>• Review the roles and responsibilities of a manager</li> <li>• Evaluate the difference between manager and a Leader</li> <li>• Identify one's own leadership profile through a questionnaire</li> </ul>
Task and People – Creating a Balance	<ul style="list-style-type: none"> <li>• Explore the need for one-on-one and situational Leadership</li> <li>• Explore the Importance of creating a balance between Task &amp; People issues</li> </ul>
Developing Personal Leadership	<ul style="list-style-type: none"> <li>• Define open communication through Johari Window</li> <li>• Developing inter-personal skills for building trust</li> <li>• Create action plans to manage conflicts</li> </ul>
Managing Teams: TeamBuilding Team Motivation Team Decision Making	<ul style="list-style-type: none"> <li>• Explain the building blocks of an effective team</li> <li>• Develop strategies to develop high performance teams</li> <li>• Explain the importance of motivation at work</li> <li>• Analyze different motivational techniques</li> <li>• Practice motivation at work situations</li> <li>• Explore the power of group decision-making</li> <li>• Apply various problem solving and decision making techniques at the workplace</li> </ul>
Coaching	<ul style="list-style-type: none"> <li>• Evaluate the importance of coaching</li> <li>• Explore the key questions -What to coach, whom to coach, and how to coach</li> <li>• Establish the responsibilities of coach and the coachee</li> <li>• Evaluate coaching techniques</li> <li>• Identify own coaching style and evaluate strategies to coach subordinates</li> </ul>
The Skill Will Matrix	<ul style="list-style-type: none"> <li>• Assessing an employee's skill and willingness to do a specific task to manage him/her towards success</li> <li>• Delegating effectively</li> </ul>
Result Orientation: Planning Goal Setting and Prioritization	<ul style="list-style-type: none"> <li>• Review steps in Planning</li> <li>• Set specific goals</li> <li>• Determine methods to achieve goals</li> <li>• Fix accountability of team members</li> <li>• Create "check - points" to monitor</li> <li>• Learn how to exceed goals</li> <li>• Prioritization tools and techniques</li> </ul>
Reflections	<ul style="list-style-type: none"> <li>• Action Planning</li> <li>• Key Take-aways</li> <li>• Q&amp;A</li> </ul>

**Date :** 16<sup>th</sup> September 2017

**Time :** 10:00 AM To 06:00 PM  
(Registration at 09:30 AM)

**Last date for Registration:**  
14<sup>th</sup> September 2017

**Fees & Registration:**

For any more information,  
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Rs. 4,250/- plus Tax per participant inclusive of course material payable by cheque in favor of 'Fands Infonet Pvt. Ltd.'

**Group discount** of 5% will be applicable to group of 3 and 7.5% for group of 5 or more participants.

**Early Bird Discount** – Pay by 24<sup>th</sup> August 2017 and get 5% discount.

**Offices in Pune, Mumbai, Hyderabad.**

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