



GLOBALedge Training Academy

Computer Training - Content Creation & Translation - Soft Skills Development - Recruitment & Career Guidance- Corporate Services
Erode & Coimbatore.

Phone: 9443498027 e-mail: geta.erode@gmail.com blog: <http://globaledge5.wordpress.com>



ONE-DAY WORKSHOP ON **EFFECTIVE BUSINESS MANAGEMENT**



TOPICS & AGENDA

S.No	Topic	Time Frame	Trainer Tools
1	Trainer Introduction & Participant's introduction.	15 minutes	
2	Knowing Thy Self & Developing Right attitudes	9.45 to 10.15	PRESENTATION and Individual Exercises
3	Components of Communication Skills	10.15 to 11.00	Lecture, Group Activity and individual presentation
	TEA BREAK	15 minutes	
4	Team Work Concepts (Knowing your team and aligning them towards a shared vision)	11.15 to 12.00	Lecture, Presentation and Exercises
5	Situational Leadership - concepts and implementation	12.00 to 12.30	Presentation and Role-play by participants
	LUNCH BREAK	30 minutes	
6	Simple Games & Exercise to understand concepts	1.00 to 1.30	Contest, Presentation & Individual Exercise
7	Seven Levels of Continuous Improvement	1.30 to 2.15	Explanations & Group Discussions
8	Porter's five forces Principle	2.15 to 2.45	Explanations
	TEA BREAK	15 minutes	
9	SWOT for my business	3.15 to 3.45	Lecture and individual activities
10	Introduction to Lean Concepts	3.45 to 4.00	Presentation & assignments
	Discussions & Feedback	4.00 to 4.30	

FURTHER INFORMATION:

- **Number of participants is restricted to 20.**
- **This being a workshop, participants need to perform certain tasks during the programme.**
- **We will not teach you mere theory. Practical tools for implementation will be discussed.**
- **We will provide a course booklet to all participants for future reference.**
- **An interactive and live session is assured and you will have a better ROI.**

For further details please contact: 94434 98027

visit us: <http://globaledge5.wordpress.com>

Training can be conducted in any part of Tamilnadu. Existing training institutes / associations / clubs / schools / colleges or interested individuals who prefer to join hands with us can contact us to know further information.