

THIRD MILLENNIUM BUSINESS RESOURCE ASSOCIATES PRIVATE LIMITED



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1. ORGANISATIONAL EXCELLENCE

- Vision, Mission, Goal and Strategy Workshops
- Achieving Excellence
- Building A World Class Organisation
- Continuous Improvement
- Modern Management : Concepts, Tools and Techniques
- Employees' Role in Emerging Business Scenario
- Employee Effectiveness
- Execution and Implementation Discipline
- Creativity, Innovation and Problem Solving
- Customer (Internal and External) Management Skills
- Hiring Right : Selection Process Tests, Interviewing Techniques and Skills

2. LEADERSHIP : INFLUENCE PROCESSES

- Leadership Styles for Best Results
- Strategic and Operational Leadership
- Transformational Leadership
- Motivating Others for Organisational Excellence
- Conflict Management for Best Results

3. TEAMWORK : BUILDING SUCCESS TOGETHER

- Teamwork : Building, Working and Maintenance
- Role Clarity
- Cross Functional Effectiveness

4. COMMUNICATION AND PRESENTATION : THE LIFELINE OF AN ORGANISATION

- Effective Communication Skills : Verbal, Written and Body Language
- Presentation Skills for Maximum Impact

5. TRAIN THE TRAINER

- Training the Trainer



6. INDIVIDUAL EXCELLENCE FOR CAREER ADVANCEMENT

- Dynamics of Success in Organisations
- Managing for Excellence
- Time Management
- Personal Grooming and Business Etiquette
- Reflecting Positive Attitude at Work
- Motivating Self for Success
- Creative Problem Solving and Decision Making
- Negotiation Skills
- Executive / Management Development Programme
- Fundamental Supervisory and Managerial Skills
- Inter-Personal Relationship Skills
- Personality Development for Work Effectiveness
- Stress Management
- Utilising Emotional Intelligence for Effective Work Performance
- Excellence in Executive Assistants' Role
- Secretarial Effectiveness
- Personality Grooming for Young Professionals
- Management Career Mentoring for Women

7. DIVERSITY, GENDER SENSITISATION AND SEXUAL HARASSMENT

- Workforce Diversity and Its Management
- Gender Sensitisation : Creating An Excellent Workplace
- Sexual Harassment and Gender Sensitisation (Psychological, Social and Legal Perspectives With Action Plan)

8. FACULTY DEVELOPMENT PROGRAMMES

- FDP for University Professors
- FDP for School Teachers