



# SOFT SKILLS FOR MANAGERS

06-07 February 2012

Royal Orchid Central, A/2, A-26, Collectrate Circle, Jaisingh Highway, Banipark, Jaipur Rajasthan

## Agenda

### MONDAY, 6<sup>th</sup> February 2012

09:15 AM – 09:30 AM	Registration & distribution of Workshop Material
09:30 AM – 09:45 AM	Welcome & Introduction
09:45 AM – 11:00 AM	Concepts of Soft Skills/ Assertive Communication/ Business Etiquettes
11:00 AM – 11:30 AM	TEA BREAK
11:30 AM – 01:00 PM	Coping up with Change / Leadership in Knowledge Era
01:00 PM – 02:00 PM	LUNCH BREAK
02:00 PM – 03:30 PM	Competencies Required for High Performance Leadership
03:30 PM – 04:00 PM	TEA BREAK
04:00 PM – 05:45 PM	Building Relationships / Team work
05:45 PM – 06:00 PM	Feedback Session

### TUESDAY, 7<sup>th</sup> February 2012

09:15 AM – 09:30 AM	Registration
09:30 AM – 11:00 AM	Coaching & Mentoring
11:00 AM – 11:30 AM	TEA BREAK
11:30 AM – 01:00 PM	Communication Skills
01:00 PM – 02:00 PM	LUNCH BREAK
02:00 PM – 04:00 PM	21 <sup>st</sup> Century Leadership / Mindset of 21 <sup>st</sup> Century
04:00 PM – 04:30 PM	TEA BREAK
04:30 PM – 05:45 PM	Discussions / Feedback / Certificates