

**THIRD MILLENNIUM
BUSINESS RESOURCE ASSOCIATES
PRIVATE LIMITED**



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LEARNING AND DEVELOPMENT MODULES OFFERED

A. ORGANISATIONAL EXCELLENCE

1. Vision, Mission, Goal and Strategy Workshops
2. Achieving Excellence through Self-Motivation
3. Business and Integrity : Inseparable For Sustained Organisational Excellence
4. Understanding Ethics and Values for Building A World Class Organisation
5. Future Ready Managers / Employees
6. Planning and Implementing Change Management for Organisational Development
7. Modern Management : Concepts, Tools and Techniques
8. Employees' Role in Emerging Business Scenario
9. Employee Excellence through Effectiveness and Efficiency (Level Wise)
10. Disciplined Execution and Implementation
11. Creativity, Innovation and Problem Solving
12. Effective Decision Making For Organisational Problem Solving
13. Result Oriented Management Approach
14. Hiring Right : Selection Process Tests, Interviewing Techniques and Skills
15. Internal Customer Management Skills
16. Continuous Improvement

B. LEADERSHIP : INFLUENCE PROCESSES

1. Twenty First Century Organisational Leadership
2. Leadership Styles for Organisational Transformation
3. Strategic, Operative and Tactical Leadership in a Hyper Disruptive World
4. Inspiring People for Organisational Excellence
5. Motivating Self and Others
6. Conflict Management for Best Results

C. TEAMWORK : BUILDING SUCCESS TOGETHER

1. Sustaining Teamwork : Building, Working and Maintenance of Teams
2. Role Clarity For Team Excellence
3. Cross Functional Teams' Effectiveness
4. Team Alignment : The Recipe For Organisational Excellence



D. COMMUNICATION AND PRESENTATION : THE LIFELINE OF AN ORGANISATION

1. Effective Communication Skills : Verbal, Written and Body Language
2. Presentation Skills for Maximum Impact

E. TRAIN THE TRAINER

1. Training the Trainer (TTT)

F. INDIVIDUAL EXCELLENCE FOR CAREER ADVANCEMENT

1. Dynamics of Success in Organisations
2. Managing for Excellence
3. Time Management
4. Personal Grooming and Business Etiquette
5. Personality Grooming for Young Professionals
6. Personality Development for Work Effectiveness
7. Career Competence Building for Young Professionals
8. Reflecting Positive Attitude at Work
9. Motivating Self for Success
10. Inter-Personal Relationship Skills
11. Negotiation Skills
12. Fundamental Supervisory Skills
13. Basic Managerial Skills
14. Creative Problem Solving and Decision Making
15. Executive / Management Development Programme
16. Stress Management
17. Utilising Emotional Intelligence for Effective Work Performance
18. Excellence in Executive Assistants' Role
19. Secretarial Effectiveness
20. Management Career Mentoring for Women

G. DIVERSITY, GENDER SENSITISATION AND SEXUAL HARASSMENT

1. Workforce Diversity and Its Management
2. Gender Sensitisation : Creating A Respectful Workplace
3. Prevention, Prohibition and Redressal of Sexual Harassment and Gender Sensitisation (Psychological, Social and Legal Perspectives With Action Plan)

H. FACULTY DEVELOPMENT PROGRAMMES

1. FDP for University Professors
2. FDP for School Teachers