

Unfettering Managerial Effectiveness

Combining Managerial skills with the power of the PC

This Training, is built upon focused research into how managers and CEOs go about doing the tasks that make them super achievers and highly effective people. We've taken these insights and combined them with the multiplier advantage of the PC.

Incorporating this research into training programs and training aids, We give you the twin advantage of - **Result oriented training with immediate applicability**. Our team comprises individuals who have had extensive exposure and invaluable experience, while working with leading transnational firms in India.

Result oriented training because we have researched highly effective managers and CEOs and how they get everyday results.

Immediate applicability - because we've taken these everyday tasks and applied the advantage of the PC to them giving every participant the multiplier advantage and the ability to apply them effectively from day one.

Specialised Office and Managerial Effectiveness Programs

1. Effective Presentation Skills

The course is broken up into 3 sections that deals with Soft skills, and practice with video feedback.

Benefits

- Participants will be able to Plan a presentation and develop a storyboard for Maximum impact
- Research background material for a presentation and organize it for proper impact
- Use visual aids effectively
- Understand how to use their voice properly and learn exercises to develop a powerful presenting voice
- Understand the various effective and ineffective non verbal aspects of presenting, including body posture.
- Begin to build confidence in themselves in being able to stand up and speak before an audience
- Understand audience types and handle questions and distractions
- Present effectively under lights, video cameras and in front of an audience.

Day 1 deals with the soft-skills and technology skills in Presentations and a small module on technology skills

Day 2 deals with Video based Feedback, Practice and evaluation

Optional Day 3 - a full day on advanced techniques in Powerpoint (also available separately)

2. Making Effective Presentations with PowerPoint

A customizable training program for participants of different levels of PC familiarity.

Benefits

- Users will be able to Plan a presentation and develop a storyboard for Maximum impact
- Participants will be self sufficient in making professional presentations
- Highly effective tips on use of color for influencing mood of audience
- Users will be proficient in time saving techniques and will be able to make a full content and professionally formatted presentation from fifteen to thirty minutes - especially useful for those who travel a lot
- Combine various media to get your point across

Advanced level users will learn several techniques like multitasking, embedding other software demonstrations within their presentation, making presentations that update themselves automatically, and much more.

3. Getting Strategic with Excel

A training program for those who need to analyse data, take pricing and strategic decisions and conduct strategic exercises like sales conferences and planning sessions.

Benefits

- Users will be able to understand the relationship between a workbook and workspace and work with multiple workbooks simultaneously
- Develop multilayered relational worksheets with drill downs of increasing complexity using nested data
- Utilise common tools like conditional formatting for enhancing MIS and Strategic discussions like Sales conferences
- Use facilities like protections and object linking to take advantage of distributed effort and spreadsheets that update automatically.
- Utilise Excel's built-in tools for strategic tasks like Demand Straight line regression, Curvilinear regression, Tornado diagram Sensitivity analysis, GE multivariable decision matrix, Boston Consulting Group Growth-share matrix, goal seeking and scenario building.
- Extract meaningful conclusions from masses of data using tools like Autofilter, Pivot Tables, and special ways to analyze graphs. Advanced level users will learn several techniques like auditing, macros and interfacing with other software.