TRANSFORMATIONAL WORKSHOPS

egg → (larva) caterpillar → chrysalis → butterfly
BENEFITS TO ORGANISATIONS

ACHIEVE BUSINESS GROWTH BY:

• Increase in Client Satisfaction
• Increase in New Customer Acquisition
• Increase in Productivity of Employees
• Increase in Employees’ Loyalty for the Organization
• Reduction in Attrition Rate
• Increase in Overall Engagement of Employees
EDUCATE.EMPOWER.ENTERTAIN

THROUGH:

• Strong Facilitation Skills
• Motivational Stories
• Activities
• Role Plays
• Games

• Discussions
• Case Studies
• Exercises
• Videos
• Quiz
WORKSHOPS

• 20 Traits of an Effective Personality
• Public Speaking Skills
• PowerPoint Presentation Skills
• Stress Management
• Time Management
• Interpersonal Skills
• Enhance Relationships (Based on Dale Carnegie Principles)
• Team Building
• Motivational/Inspirational Topics
  – Habit of Going Extra Mile
  – Self Leadership
  – Unleash Your Potential
PERSONALITY MATTERS

"Your Personality Can Transform Your Future"
20 TRAITS OF AN EFFECTIVE PERSONALITY

“Personality is to a man, what perfume is to a flower.”
- Charles M Schwab

Who doesn’t like to have an effective personality. Everyone desires to have an influential, charismatic personality which is a collection of traits/characteristics that are appealing to others.

People like to connect, trust, support ideas of persons having great personality.
20 TRAITS OF AN EFFECTIVE PERSONALITY

Purpose
This workshop is designed to empower business executives, sales executives, customer service representatives etc. 20 traits of effective Personality which will help them emerge victorious in every situation.

Learning Objectives
• What Is Personality? What is Charisma?
• Session on each of 20 Traits of an Influential Personality with strong focus on Communication Skills (Speaking, Email Etiquette, Phone Etiquette, Effective Meeting etc.)

2. Self – Confidence 7. First Impression 12. Time Management
5. Integrity 10. Listening Skills 15. Enthusiasm
16. Team Player
17. Emotional Intelligence
18. Respect for Individuals
19. Enthusiasm
20. Life Long Learning

Duration
10 sessions of 3 hours per week each (or customized as per client’s requirements)
PUBLIC SPEAKING SKILLS

An effective speaking skill is a **Must** have Life Skill.

Whether you are addressing your team members, expressing your ideas in a meeting, giving a presentation to your prospect, or selling your idea to a single person, this skill plays an extremely important role.

Lack of this not only results into loss of business opportunities costing very dearly to the organizations but also individual’s low self-esteem affecting his overall performance.
Purpose
This training aims to make participants a confident, sociable and effective speaker.

Learning Objectives
- Overcome Stage Fear
- Formation of speech and opening of speech organs to speak clearly and distinctly
- Resonance and power in voice
- Voice modulation – pause, pace, pitch, emphasis on key words and tone
- Body Language – posture, gesture, facial expression, eye contact
- Avoiding filler words (ahs, ums, errs etc.)
- Writing a powerful speech with crisp message
- Impromptu speaking
- Understanding and Participation in panel discussions, debates, group discussions etc.

Duration
8 Sessions of 2 Hours per Week or 4 Sessions of 4 Hours each
POWERPOINT PRESENTATION SKILLS

Whether you want to give a sales presentation to your prospect or a technical presentation to your team members or presenting an idea to your superiors or any other type of presentation to a group of audience, PowerPoint Presentation skill plays extremely important role.

In order to create impact on the audience, one must prepare elegant PowerPoint and deliver them effectively.
POWERPOINT PRESENTATION SKILLS

Purpose
This training aims to help participants become an impactful content creator and presenter.

Learning Objectives
- Essential Elements of Effective Presentation
- Formulating Your Strategy
- Developing Your Structure
- Supporting Your Points
- Delivery Style
- Supplement Your Preparation
- Secret of Steve Jobs Presentation Style

Duration
1 Session of 8 Hours 2 Sessions of 4 Hours each
STRESS MANAGEMENT

Stress is inevitable.

We come across many situations in our daily life where we feel out of control and get stressed. It adversely affects our actions and behaviors towards others.

Persistent stress causes serious challenges to health and life as such.
STRESS MANAGEMENT

Purpose
This training aims to enable participants to understand what is stress, what is not, its signs, causes and how to manage them and live a stress free life.

Learning Objectives
- What is Stress and What is Stress Not
- Causes and Signs of Stress
- Reactions to Stress
- Four Common Types of Stress
- Stress Management Strategies
- Stress Reducing Lifestyle

Duration
1 Session of 4 Hours
TIME MANAGEMENT

“Time is the scarcest resource and unless it is managed, nothing else can be managed.”

- Peter Drucker
  (Management Consultant, Educator and Author)

Time management is a misnomer. The challenge is not to manage time but to manage ourselves.

Stress is a by-product of being unable to manage ourselves which ultimately causes productivity loss, poor interaction with others, low self esteem and many health issues.
TIME MANAGEMENT

Purpose
This training aims to enable participants to use tools and strategies to focus on the desired results and achieve more in less time.

Learning Objectives
• What is Time
• Understanding Power of Focus
• Strategies & Tools for Time Management
• Execution of Weekly Planning
• Delegation
• Prioritization
• Concentration and Focus
• Good Working Habits

Duration
1 Session of 8 Hours 2 Sessions of 4 Hours each
INTERPERSONAL SKILLS

Interpersonal skills mean your ability to interact with others.

A person with good interpersonal skills can get along well with others, can engage them with interesting conversation and have a pleasing personality.

It’s a must to have skill for being a good team player.
INTERPERSONAL SKILLS

Purpose
The aim of this training is help participants develop their interpersonal skills.

Learning Objectives
• What are Interpersonal Skills?
• Need for Interpersonal Skills
• Fundamental Techniques in Getting Along with People
• Ways to Make Others Like You
• How to Become a Strong Conversationalist?

Duration
1 Session of 4 Hours
ENHANCE RELATIONSHIPS IN BUSINESS (BASED ON DALE CARNGIE’S PRINCIPLES)

“The most useful person in the world today is a man or woman who knows how to get along with other people. Human relation is the most important science in living.”

Stanley C. Allyn  
(Business leader)

In business environment, we always interact with people for selling product or services, selling an idea or simply conversing to build relationship. The idea is to get desired result.

As Stanley Allyn says, Human Relation is a science, anyone can master this science and reap immense rewards.
ENHANCE RELATIONSHIPS IN BUSINESS (BASED ON DALE CARNGIE’S PRINCIPLES)

Purpose
This training aims to develop participants’ human relations skills enabling them to win friends and influence people using time tested principles of Dale Carnegie.

Learning Objectives
- Fundamental techniques in getting along with people
- The art of appreciation
- Ways to make people like you
- Remembering peoples names
- Deepen relationship with others using conversation techniques
- Magic Formula for influencing others to action
- Disagree agreeably

Duration
1 Session of 8 Hours or 2 Sessions of 4 Hours
TEAM BUILDING

Great products and services are made and delivered by great teams.

A great team is one, which has shared goals, work interdependently, communicate effectively, and make decisions that affect their work.
TEAM BUILDING

Purpose
This training aims to help participants imbibe values of team spirit, become an effective team player and create a motivated atmosphere where members perform even better.

Learning Objectives
• Enhanced Bonding among Team Members
• Measure Team Temperature
• Real Problem Solving
  (Convert Conflict into Collaboration)
• Importance of Team Communication, trust and cooperation
• Overall Employee Engagement
• Save time of Managers/Leaders from Micro Management

Duration
1 Session of 4 or 8 Hours
GO THE EXTRA MILE
GO THE EXTRA MILE

Single most important factor, which hampers the growth of any organization, is it’s employees’ attitude.

Today, employees lack ownership, do not take initiative, have developed fallacious mind set that they shouldn’t deliver more than they are paid for.
GO THE EXTRA MILE

Purpose
This module aims to change the mindset of employees enabling them to take ownership, initiative and render better and more services.

Learning Objectives
• Importance of individual contribution
• Formula for Going Extra Mile
• Defining Proactivity
• Benefits of doing more than you are paid for
• The Thirty-Day Proactivity Test

Duration
1 Session of 4 Hours
LEADING YOURSELF
SELF LEADERSHIP

One can lead others effectively only when he can lead himself or herself.

Self leadership is the modern version of Socrates command to “Know thyself”.

“It is having a developed sense of who you are, what you can do, where you are going coupled with the ability to influence your communication, emotions and behavior on the way to getting there”

Another definition is, “the process by which you influence yourself to achieve your objectives.”
SELF LEADERSHIP

Purpose
This module aims to explain the 7 principles of success which must be followed for one to be successful in this world.

Learning Objectives
• Mental Attitude
• Purpose of Your Life
• Rituals of Radiant Living
• Power of Discipline
• The Most Precious Commodity
• Serving Others Selflessly
• Embracing the Present

Duration
1 Session of 3 Hours
NAPOLeON HILL

WHATEVER

THE MIND CAN CONCEIVE AND BELIEVE

THE MIND CAN ACHIEVE
SHAPE YOUR DESTINY

I ask people in my workshop, ‘Who here has failed?’ 100% hands go up. Then I ask, why did they fail?

I get various answers – ‘I didn’t have time, I didn’t have money, I didn’t have right training, I didn’t have right people, so on so forth’.

While any of these might in fact be true, that’s not the real cause of failure.
UNLEASH YOUR POTENTIAL

Purpose
This module aims to equip participants with psychology, tools and strategies that help them take charge of their life immediately and focus on things that matter to them.

Learning Objectives
• What stops you from taking action? being your best?
• What determines your quality of life?
• Why you do what you do? What drives you?
• Resources vs Resourcefulness
• Pillars of Progress
• Pyramid of Life Mastery
• Ultimate Success Formula

Duration
1 Session of 2 or 3 or 4 Hours; Series of Workshops/Coaching
Anand Kumar is a soft skills trainer, motivational speaker and a public speaking coach.

He empowers individuals with psychology, tools and strategies, which enable them to achieve greater degree of success and fulfilment in life and business.

Anand’s academic qualifications include MBA in HR and B.TECH. in Chemical.

His Training & Certifications include:
- Trained by International No. 1 Trainer Anthony Robbins in, USA
- NLP Practitioner from NLP Life, UK (led by Dr. Richard Bandler, co-founder of NLP)
- Train The Trainer from Dr. Francis Xavier’s TAP Institute
- Competent Communication and Advanced Leader Bronze award from Toastmasters International
- Teacher from TISS (Tata Institute of Social Sciences) for teaching HR subjects to PG students
- ‘360 Degree Leadership’ from University of Central Missouri, USA & Dale Carnegie Institute

He has more than 19 years of experience across India and abroad in UK, Thailand, Malaysia, Russia and France.

As a corporate executive, he has worked in a variety of fields such as Manufacturing Projects Management, Procurement & Logistics, Business Consultancy, Presales, ERP (Oracle’s Enterprise One) consultancy, Software Projects Management, Quality Assurance, Training & Development etc. He has worked with more than 3000 executives from various organizations in India & abroad like Atul Limited; Systime Computers; HPCL (Hindustan Petroleum Corporation Ltd.); ITTI; JB Chemicals & Pharmaceuticals Ltd; Greaves Cotton Limited; KPIT: Petroplus, UK; Johnson Diversery, Thailand; Chubb Electronics Security Ltd., UK; HCL; Lafarge Malaysia; Lafarge France etc.

As a corporate trainer, he has conducted workshops in soft skills for several organisations. All his sessions are designed to empower participants with psychology, tools and strategies to help them realise their potential and radically improve their engagement and performance at the work place.

Please visit website (www.masterkeyacademy.com) for clients’ list and testimonials.

His Love & Passion for development of human potential and impact peoples’ lives led him to enter training and development field full time. He is on a magnificent journey of inspiring people and empowering them for lasting change and happiness.
**Testimonials**

Your sessions are interactive and your facilitation skills keep the participants engaged. You have brought variations to the program coverage depending upon the crowd and your teaching style is in synch with the different audiences. Our employees feel that they are heard and their queries get addressed to satisfaction. Your ability to deliver the training content within the timeframe allotted is commendable.

**Monika Bawa, Senior Director – Human Resources – Lionbridge Technologies**

This was a wonderful session conducted on Stress Management at our event organized by Corporate Gifts Association of India. The session was very interactive, educational and empowering, which engaged the participants throughout. The insights on various types of stress and how to deal with them using specific techniques were extremely useful. Also, explanations on stress reducing lifestyle and pyramid of life mastery were eye opener for many of us. Further more, minor stretches, music and humor in-between the session brought more liveliness.

**Shital Shah, President – Corporate Gifts Association of India (CGAI)**

I have attended Mr. Anand’s workshops. His workshops are full of real life examples, role plays and activities so that one can easily relate to the concepts and understand them. His methods are very interactive and he ensures that participants are fully engaged and their all doubts all are cleared. Some soft stretch exercises and anecdotes keep the interest in the training alive till the end. A smiling and cheerful face and confident demeanors which ensures no dull moment in the training.

**Sanjay Chaturvedi, Director – BusiSoft Technologies**

I salute Anand Kumar for his excellent training and coaching provided to us. I shared challenges we were facing with our company employees and looking for some support to resolve the issue. He conducted one day workshop for our corporate office employees. None of our employees can forget that particular day. He made everybody to play games, open up with each others, share their core issues with management. Surprisingly, next day we bagged a very huge order only because of the positive environment provided by Anand Kumar.

**Hitesh Golcha, CEO -Vishal Productions**
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