

January - February 2012

TRAINING PROGRAMS	Dates	Fee	Outline
Working with Advanced MS Excel			
Who: Professionals with basic understanding of MS Excel Objective: To improve the efficiency of working with worksheets, analyzing data and creating MIS reports	5 & 6 Jan	Rs. 4,800	Completed
Train - The - Trainer Program			
Who: Any Manager, Existing Trainers, Training Executives & Professionals who want to shift to Training Objective: To enhance the skills of trainers to use current strategies to deliver effective, engaging and relevant training	9 - 13 Jan	Rs. 15,000	Completed
Creativity & Innovation			
Who: Junior and Middle Management Objective: To enable the participants to infuse creativity and innovation in their work to raise productivity	17 Jan	Rs. 4,000	Completed
Complaint Handling & Service Recovery			
Who: Frontline staff: Customer Service Associates, Team Leaders & Supervisors Objective: To develop a professional approach to handle customer complaints and implement service recovery strategies	25 Jan	Rs. 2,500	Completed
Leadership Development for Educational Professionals			
Who: Deans, Principals, Vice - Principals, Department Heads and all other Educational Professionals Objective: To enable leaders in the field of education to focus on their self - leadership	28 Jan	Rs. 3,800	Download
Selling with Confidence			
Who: Frontline Staff Objective: To understand the sales process, specific needs of different types of customers and learn how to create loyal customers	3 Feb	Rs. 2,500	Download
Manager Development Program			
Who: Junior and Mid-Level Managers Objective: To develop requisite skills to manage people, resolve conflicts, coach and mentor teams	6 & 7 Feb	Rs. 5,500	Download
Train - The - Trainer Program			
Who: Any Manager, Existing Trainers, Training Executives & Professionals who want to shift to Training Objective: To enhance the skills of trainers to use current strategies to deliver effective, engaging and relevant training	10,11,12 18 & 19 Feb	Rs. 15,000	Download
Coaching & Mentoring your Team			
Who: Team Leaders, Supervisors & Managers Objective: To equip the participants with effective coaching skills leading to enhanced team performance and higher productivity	17 Feb	Rs. 3,500	Download
Improve your Communication			
Who: Executive Staff Objective: To equip participants with the skills to use language, listening and questioning techniques effectively	22 Feb	Rs. 2,500	Download
Stress Management			
Who: Executive Staff Objective: To identify the causes and sources of stress and learn to deal with it in a positive manner	28 Feb	Rs. 3,500	Download

Venue:

Construction House 'A', 24th Road,
Off Linking Road, Khar (West)
Mumbai - 400 052

www.ntuclearninghub.co.in

enquiries@ntuclearninghub.co.in

022 26489741/42