

The Difference is Atassh Consultants
Transforming Lives through Training & Development. Since 1991.

SYNOPSIS – 'LEADERSHIP' THE MENTORING WAY

Introduction:

Leadership skill can be acquired through training and effort even if background, modesty, lack of confidence or inexperience creates self-doubt. The process often begins when individuals discover that they have qualities and strengths usually associated with leadership. They then surprise themselves with their own inner resources. When this kind of inner strength is revealed, its existence is not easily forgotten. Regular exercise of new-found strength produces further achievement and a sense of self-fulfillment so that growth leads to growth.

Potential leaders also need to recognize that along with the role comes responsibility. Taking charge is never easy and effective leadership requires considerable effort. This means pressure, stress and challenge, but also immense satisfaction when a task is successfully achieved.

Seven areas are essential for successful leadership. The purpose is to improve leadership performance in both major and minor roles recognizing what needs to change and practicing the necessary skills.

Seven steps to successful leadership: Program duration 8 days

1. Developing Awareness.
2. Understanding People.
3. Power and Authority.
4. Communication.
5. Decision-Making.
6. Creating a Vision.
7. Taking Charge.

SYNOPSIS – ‘How To Delegate’

Introduction:

Delegation is an essential element of any manager's job. Used effectively it provides real benefits for everyone involved. **‘How to Delegate’** will enable to achieve the best possible results from each delegation you make, from small everyday tasks to major leadership appointments. The program covers every aspect of this process, from deciding and prioritizing which tasks to delegate and choosing the right person for the job, to recognizing and overcoming barriers and anticipating risks. Practical advice on how to motivate and develop staff, build loyalty, and give and receive feedback, will increase your confidence and help you to become a skilled and trusted delegator.

Modules: Program Duration 4 Days

Understanding Delegation:

- Defining Delegation.
- Why Delegate?
- Recognizing & Dealing with Barriers.
- Building Relationship.

Delegating Effectively:

- Selecting Tasks.
- Deciding which Tasks to Keep.
- Planning a Structure with Delegation.
- Considering Roles.
- Understanding Accountability.
- Choosing the Right Person.
- Preparing a Brief.
- Securing Agreement in Principle.
- Briefing Effectively.

Monitoring Progress.

- Working with Controls.
- Minimizing Risks.
- Reinforcing a Delegate's Role.
- Providing Support.
- Maintaining the Boundaries.
- Giving Feedback.
- Praising & Rewarding.
- Analyzing Difficulties.
- Assessing Ability.

Improving Skills:

- Developing Delegates.
- Appointing Sub-Leaders.
- Developing Yourself Through Delegation.

SYNOPSIS – ‘The Art of Dealing with People’

Introduction:

“ Thought conditioning can make the mind alert and powerful enough to change the thinking that comes up from the subconscious mind; a creative kind of thinking that leads to success and happiness.”

NORMAN

VINCENT PEALE

What is the one quality that all successful people have in Common? They have mastered ***‘The Art of Dealing with People’!*** The program enables one to know how to:

- > Achieve Goals.
 - > Handle the Human Ego.
 - > Become a Master Conversationalist.
 - > Make Others Feel Good About Them.
- AND MUCH MORE

Skill with people is the one essential ingredient for success and happiness at professional and personal levels. ***‘The Art of Dealing with People’*** gives you the tools to take your people skills to a level never thought possible.

Module: Program duration 4 days

- > Thinking Creatively About Human Relations.
- > Understanding the Human Ego.
- > Making People Feel Important.
- > Controlling the Actions and Attitudes of Others.
- > Creating a Good Impression.
- > Developing an Attractive Personality.
- > Learning to Communicate Effectively
- > Listening.
- > Convincing Others.
- > Giving Praise.
- > Criticizing Without Offending.

Module: Motivation. Program Duration 3 Days

1. Three Elements of Motivation
2. The Search for Life's Mission
3. Seven rules of motivation
4. Develop Your Dreams
5. Setting Goals
6. Perseverance
7. Overcoming Failure
8. Analyze your Comfort Zone
9. Journey of Decisions
10. Motivation Tool Chest
11. The Efficiency of Responsibility
12. The Learning Opportunity
13. Leadership Priority
14. Leadership style
15. Visionary Leadership
16. Leadership Trends
17. Work Team Rules
18. Natural Instincts
19. Social Prejudice & Self-Fulfilling Prophecy
20. Our Learning Personality

Synopsis of "BE A WINNER"

Why some people are always in the right place at the right time. They move forward in life from one success to another, overcoming obstacles and accomplishing their goals. Ask any failure and he/she would tell you this is simply a matter of luck.

The Key to Win is not Luck but in Understanding what makes WINNERS.

Success is not a mystery but the result of developing certain qualities in yourself that help you to achieve success. This workshop will help you in understanding and developing these qualities to make your dreams come true.

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MODULE ----- "BE A WINNER". Program Duration 3 Days

1. What makes Winners?
2. Secret of Success.
3. Building a Winners Attitude.
 - Formation of Cycles
 - Building a Positive Cycle
 - Self Image
 - Prosperity & Financial Services
 - Do it Now
 - Learn to Learn
 - Learn to Dream.
 - Risks
 - Discipline.
4. Building a Winner's Character
 - Characteristics of Winners
 - The Law of Sow & Reap
5. Goals ----- Setting Goals & Achieving Them
 - Set your Goals
 - Overcoming Obstacles
 - Hard Work
 - Persistence
 - Time Management
 - Start from Today

Achieving Success

Excellence in today's competitive work place demands more than a thorough knowledge of ones specialist field. People skills: such as the *ability to inspire others, foster a sense of cooperation and delegate effectively*, are of critical importance. Equally vital is the *MASTERY* of a range of practical skills – from effective analytical skills to time management; and a *confident, determined attitude* towards a career. A balanced mix of all these elements is what differentiates a **COMPETENT MANAGER** from an **OUTSTANDING one**.

ACHIEVEING EXCELLENCE provides a comprehensive grounding in all these areas. The practical knowledge is supplemented by indispensable tips and a revealing self-assessment exercise that will highlight strengths and weaknesses, guiding an individual to improve performance and attain excellence.

MODULE: Program Duration Four Days

Main Section	Sub-Sections Under the Main Section
1. DEVELOPING ONES POTENTIAL	<ol style="list-style-type: none"> 1. Building Key Attributes 2. Developing Confidence 3. Mastering Risk Taking 4. Developing Drive 5. Leading Effectively 6. Keeping Fit 7. Pursuing Excellence
2. IMPROVING ONES SKILL	<ol style="list-style-type: none"> 1. Increasing Learning 2. Effective Thinking 3. Improving Memory / Reading 4. Writing & Speaking More Fluently
3. BECOME MORE EFFECTIVE	<ol style="list-style-type: none"> 1. Boosting Creativity 2. Using Time Efficiently 3. Being More productive 4. Choosing Priorities 5. Understanding Money 6. Reducing Stress 7. Assessing Progress
4. ACHIEVING SUCCESS	<ol style="list-style-type: none"> 1. Reassessing Ones Goals 2. Finding Mentors 3. Making Contacts 4. Taking the Lead 5. Influencing Others 6. Planning Others

5. EXERCISE: Assessing Ones Ability.

Managing People

SYNOPSIS:

Today's fast moving business environment demands that the effective manager be both a well-organized administrator and highly adept in understanding people's basic needs and behavior in the workplace. Gaining commitment, nurturing talent and ensuring that people are motivated and productive, requires open communication and trust between managers and staff.

MANAGING PEOPLE will help you to master the fundamentals of successful management techniques that will enable you to get the best out of your people who work for you. It also demonstrates how by identifying and avoiding common problems managers can turn potential failure into success for their organization. A wealth of practical advice is supplemented by 101 useful tips and a comprehensive self-assessment exercise.

MODULE:

Program Duration: 4 days.

Day	Module	Contents
1	Developing Basic Skills	<ul style="list-style-type: none"> ➤ Understanding behaviour ➤ Understanding People's Needs ➤ Learning the Basics ➤ Building Confidence ➤ Communicating Clearly ➤ Gaining Trust Commitment ➤ Adjusting your Approach
2	Developing People	<ul style="list-style-type: none"> ➤ Providing Training ➤ Improving Skills ➤ Guiding Others ➤ Teaching by Example ➤ Nurturing Talent ➤ Encouraging Management Potential ➤ Motivating People ➤ Improving Performance ➤ Making Progress
3	Finding Solutions	<ul style="list-style-type: none"> ➤ Building Environments ➤ Opening Closed Minds ➤ Dealing with Conflict ➤ Working Collectively ➤ Dealing with Personal Difficulties ➤ Managing Change
4	Assessing and Rewarding	<ul style="list-style-type: none"> ➤ Evaluating Performance ➤ Promoting Staff ➤ Turning Failure into Success ➤ Remunerating Effectively ➤ Using Incentives ➤ Creating Partnerships ➤ Assessing your Ability