

**Enroll Now**

Annual Training Calendar

**Introduction :**

Developing skills & improvising self is a continues process. Lets create momentum of annual learning events & get help from Prominent Industry experts & Professionals.

Duration : One Day

Time : 09.00 am to 5.00 pm

Who Should attend :

Aspiring young professionals, currently employed or Self Employed Professionals, Team Managers & Entrepreneurs.

Faculties :

Different Subject Experts from different industry & domains with minimum over 15+ years of experience

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Date	Topic
04-05-2024	Public Speaking and Personality Development
11-05-2024	Effective Communication & Presentation skills
18-05-2024	Learn through Theatre and drama
25-05-2024	Prospecting / Selling
15-06-2024	Customer Relationship Management
29-06-2024	Development of Supporting Staff
13-07-2024	Effectiveness in Supervision
27-07-2024	Emotional Intelligence
10-08-2024	Conflict Management
31-08-2024	Storytelling as a Business Tool
14-09-2024	Vendor Management & Negotiation
28-09-2024	Cross Functional – Empathy Across
05-10-2024	Team Together
19-10-2024	Leadership Essentials for Managers
09-11-2024	Crativity & Problem -Solving Skills
30-11-2024	Work Culture Development and Maintenance
14-12-2024	The One Minute Manager – on Planning and Execution
28-12-2024	Microsoft Office – Data Management & MIS
11-01-2025	Dare to Act
25-01-2025	Employee First, Customer Second
08-02-2025	7 habits of Most Successful People – Stephen Covey
22-02-2025	Stress Management
15-03-2025	Time Management
29-03-2025	Employee as Partner of Business

Fees Structure (Includes BF/Lunch/High Tea / Materials)

Details	Individual Single Program	Individual Whole Calendar	Enterprise Single Program 10+ Seats	Enterprise Whole Calendar 10+ Seats
Program Fees	1000/-	24000/-	1000/-	24000/-
Discount	0	2000/-	100/-	4000/-
Net Fees	1000/-	22000/-	900/-	20000/-
GST 18%	180/-	3960/-	162/-	3600/-
Total	1180/-	25960/-	1062/-	23600/-

-: Venue :-

Community Center, Janadhar Complex, Gyan Marg,
Giftcity,Gandhinagar-382355

Contact No: +91-9648696586 | 9265666480

Email-ID : info@mrudangmanagement.com | www.mrudangmanagement.com



**Mrudang
Management**

Training Program on

PUBLIC SPEAKING & PERSONALITY DEVELOPMENT



Introduction:

The program aims to develop self-confidence, communication skills and the ability to express oneself at all levels. In today's competitive world, it has been observed that many people, though having talents, capabilities and qualifications, do not come up in life as they lack these above mentioned ingredients.

Objectives:

- Enable the participants to speed up their growth and development process so that it enhances their organizational performance.
- Speaking eloquently is an art, the program gives an understanding and practice on building confidence and speaking impressively in public.
- Developing skills in speaking is the first step to building a dynamic and sound personality.

Contents

- ❖ Use of Body Language and vocal deliveries
- ❖ How to be a Good Listener
- ❖ Presentation Skills
- ❖ Planning and Preparation for a speech
- ❖ Achieving confidence and self-esteem
- ❖ What constitutes one's own Personality
- ❖ Building Self Confidence through Expression
- ❖ Understanding Self and Understanding Others
- ❖ Building Self Confidence through Expression

Who should attend?

For every age and class.

Date : 04/05/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 02/05/2024

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Training Program on

EFFECTIVE COMMUNICATION & PRESENTATION SKILLS

Introduction:

Effective Communication and Powerful Presentation does carry weight and in fact can take you to unprecedented heights. Face-to-face communication and effective presentation enables you to give direction to a situation and put forward your message realistically. interactive program will aim to draw participants out of their shyness and enable them to deal with different communication situations by intense participation.

Objectives:

- Using Oral and written communication in effective ways.
- Enhancement of listening skills
- Identifying underlying issues and exploring Solutions.
- Understand others & build effective relationships.
- Interesting ways of communication.
- Ability to use feedback positively.
- Creating positive impression by suitable communication

Contents

- ❖ What is communication?
- ❖ Importance of Communication & its Process
- ❖ Inter-personal and intra-personal communication
- ❖ Role of perception in communication
- ❖ Barriers to communication
- ❖ How to make presentation beautifully?
- ❖ Preparing and Organizing Presentation
- ❖ Body Language
- ❖ Public Speaking

Who should attend?

Middle/Senior Level Executives, Managers, Front line Officers, Supervisors, Secretarial Staff, Customer facing staff, etc.



Date : 11/05/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 09/05/2024

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-: Training Program :-

LEARN THROUGH THEATRE & DRAMA

Introduction:

We learn from events & incidents & especially realization happens when the same incident repeats. Drama teaches us by Self Realisation. The training helps participants to create their own climax & discuss case study to learn about behavior science. Theatre practice & performance of self events in front of others help boosting confidence too. The training program is designed in two interactions & high level of engagement.

Objectives:

- To help participant learning from case studies of their routine life.
- Creating Relevance of subject & Scripts
- Increasing involvement & Focus
- Maturing understanding Level of incidents & Situations & than taking appropriate decision
- Self Learning increase effectiveness

Contents

- ❖ Script Making from real case studies of different situations & functions
- ❖ How Different understanding, interpretations & practices impacts on overall outcome
- ❖ Role Plays for realizing different scenarios from other's perspectives.
- ❖ Designing own climax for effectiveness.

Who should attend? Any professionals of NGOs, Counselling, Customer Service Operations field. Or any leader having teams with high conflicts.



Date : 18/05/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 16/05/2024

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Training Program on

PROSPECTING / SELLING

Introduction:

Prospecting is different than Direct Selling – Selling happens when right prospect meets. So Prospecting and Selling both are different art – but both are equally complementing each other. This one day program will help understanding & learning art of Prospecting and Sales both.

Objectives:

Engage in interactive role-playing scenarios to practice applying service with a smile techniques. Receive personalized feedback and coaching from Certified Sales Coach. Participate in a live Q & A session with Certified Sales Coach to address specific Questions and challenges.

Contents

- ❖ Understanding the Power of Service with a Smile
- ❖ Developing a Service-Oriented Mind-set
- ❖ Effective Communication Strategies
- ❖ Building Trust and Rapport
- ❖ Handling Difficult Customers with Grace
- ❖ Leveraging Feedback for Continuous Improvement
- ❖ Cultivating a Positive Work Environment
- ❖ Implementing Service with a Smile

Who should attend?

All stakeholders of the service/customer service function, all those involved in sales and after-sales, Self Employed or Entrepreneurs



Date : 25/05/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 23/05/2024

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Training Program on

CUSTOMER RELATIONSHIP MANAGEMENT



Introduction:

Customer Relationship Management (CRM) has assumed enormous importance in today's competitive world. Everyone has realized that "Customer is King" and a number of organizations have adopted CRM strategies. Handling customers requires tact, keeping them happy on a long-term basis requires serious training. Today, building relationships with customers is considered an art as well as science.

Objectives:

- Improve the buyer's journey
- Improve operational efficiency
- Increase customer retention
- Lower your customer acquisition cost
- Generate more sales
- Higher revenue
- Reduction in CAC (Customer Acquisition Cost)

Contents

- Customer Satisfaction – Bottom line of any Business
- Understand Customer Loyalty
- Why Customers Quit doing Business with Us?
- Moments of Truth
- Customer-oriented Organization Chart
- Why Study Consumer Behaviour?
- Towards Customer Satisfaction
- Forbidden Phrases in Customer Relations

Who should attend?

All Employee / Entrepreneurs / Agents etc.

Date : 15/06/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 13/06/2024

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Training Program on

DEVELOPMENT OF SUPPORTING STAFF

Introduction:

An organization is known by the excellence of its top leaders and executives. However, this image is projected to your customers and suppliers by the supporting staff. Inappropriate conversations with the clients, inability to give proper reply or inconsistent "boss support" will not only ruin Boss's reputation but also that of the organization. This calls for continuing education and continuous transformation of Support Staff through attitudinal changes.

Objectives:

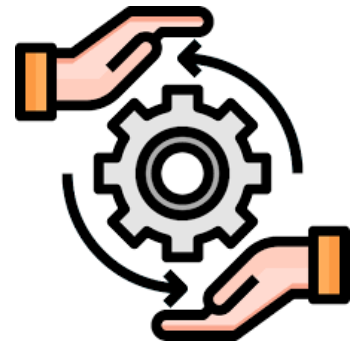
- Inspiring to perform roles in effective, efficient ways & deliver positive outcome
- How to make better use of time
- The art of working with and through people
- Better communications
- Project the image of the organization & process

Contents:

- ❖ What is Support Function?
- ❖ Work Place and Family Life
- ❖ Boss-subordinate Relationships
- ❖ Inter-personal Relationships
- ❖ Communication Skills
- ❖ Time Management
- ❖ Self-Motivation

Who should attend?

Executive, Office Supervisors, Team Leaders, Above than Assistant Managers.



Date : 29/06/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 27/06/2024

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EFFECTIVENESS IN SUPERVISION

Introduction:

In order to operate successfully at the grass-roots level, organizations need Supervisors with effective basic managerial skills besides technical competence, if they are expected to achieve the best possible. To achieve the target and to meet the responsibilities of the role, they must not only update their knowledge and skill, but also develop themselves for future challenges. This program is designed for supervisors, who are normally “in-between” position in the organization.

Objectives:

- Enhancing supervisory skill.
- Effective decision making.
- Sharpening productivity and performance
- Achieving stretchable goals with team support
- Handling conflicts within team by understanding

Contents:

- ❖ Understanding Vision, Mission and Goals
- ❖ Supervisor – his roles and responsibilities
- ❖ Inculcating Healthy Work Culture
- ❖ Interpersonal Relationship
- ❖ Positive Mental Attitude
- ❖ Effective Communication
- ❖ Role of a Motivator
- ❖ Aligning Team with Vision, Mission, Goals

Who should attend?

Reporting Managers, Front line Officers, Supervisors, Office staff, All those employers having more than 2 staff etc.



Date : 13/07/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 11/07/2024

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Training Program on

EMOTIONAL INTELLIGENCE

Introduction:

Emotional intelligence, set of psychological faculties that enable individuals to perceive, understand, express, control their emotions and to discern & respond appropriately to the emotions of others. In current time, people with heavy ego is to be dealt with high intelligence. Understanding this, will help in management overall.

Objectives:

- To help professional to understand emotions
- Developing ability to recognize others feelings
- Team Leaders can consider others strength & weakness & accordingly assign work or tasks.
- Development of leadership & mentorship

Contents

- ❖ What is emotional intelligence
- ❖ Why its important ? Its impacts.
- ❖ Theories & Activities related to EI
- ❖ Common Assumptions
- ❖ Conflict Management with help of EI
- ❖ Assignment & Delegation with help of EI

Who should attend?

Junior/Middle Level Executives, Managers,
Front line Officers, All Types of Entrepreneurs.



Date : 27/07/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 25/07/2024

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Community Center, Janadhar
Complex, Gyan
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Email-ID

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Training Program on

CONFLICT MANAGEMENT

Introduction:

This program does not promise an end to conflict. That's impossible. But it will give you a proven approach which you can easily use whenever a conflict arises and it will help in resolving the conflict. This program will help the participants learn the skills to prevent & resolve conflicts and ensure a better working environment

Objectives:

- Identify common causes of conflict
- Learn how to effectively collaborate in a conflict situation.
- To discuss conflict management styles that a Manager might employ.
- Recognize functional and dysfunctional conflict
Know your preferred styles for handling conflict

Contents

- ❖ What is Conflict?
- ❖ Know your conflicts & source of conflict
- ❖ Positive and Negative Conflict
- ❖ Common Misconceptions about conflict
- ❖ Classic Conflict Resolution Styles
- ❖ Conflict Negotiation and intergroup Behavior
- ❖ Managerial actions that can prevent conflict
- ❖ Types of Conflict: Internal Conflicts; Inter Personal Conflict

Who should attend?

All levels of Sr. Executives, Officers and Managers from different functions, NGO Members, Entrepreneurs



Date : 10/08/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 08/08/2024

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UPI : mrudangmanagement@boi



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"STORYTELLING AS A BUSINESS TOOL"

Introduction:

To connect with listeners and get them to pay rapt attention, tell a story. If they trust your story, they trust you or your product/service. Any proposal, argument, discussion has a story – the best story presenter or narrator wins that part – and thus business too. It's an essential technique for letting audiences know how committed the speaker is to his message and story.

Objectives:

- Helping participants to be more explanative & effective
- Developing Skill of Building story, starting, end and main points
- Opening creative ways of doing business, presentation through more relevance
- Recognising events and incidents – correcting self.

Contents

- ❖ Explanation Tools – Stories are best to narrate
- ❖ How to introduce, build & end any story
- ❖ Story as Case Study or Proposal
- ❖ Impacts of Effective Story Telling
- ❖ Public Speaking, Group Discussion with help of Narration of events or story
- ❖ Understanding Real issues through narrating events& incidents – thus solving problems

Who should attend?

Students, professionals, entrepreneurs, NGO members etc.



Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 29/08/2024

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382355

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Email-ID

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VENDOR MANAGEMENT & NEGOTIATION



Introduction:

Suppliers have become an important source of competitive advantage. Locating, developing and sustaining reliable sources of supply is very important. Suppliers can be biggest contributors in achieving substantial cost reduction, profits & product innovation. Negotiation forms a very important part of the entire official communication. Not only negotiations, vendor management is relations, care & resource maintenance too.

Objectives :

- Being a people's person especially in vendors
- Ensuring profitable growth in business through cost management with vendors
- Effectiveness in procurement, supply & Commercials with win-win strategy
- Developing skills to deal with all kinds of vendors
- Developing ability to manage contingencies

Contents

- ❖ Selection of vendors & Cost Mapping
- ❖ Supplier Integration & Up gradation
- ❖ Measuring Supplier Satisfaction: Pros & Cons
- ❖ Negotiations with Vendors
- ❖ The Need & Art of Negotiation
- ❖ Stages of the Negotiation process
- ❖ Vendors as Customers & as Service Providers

Who should attend?

Purchase Executives, Quality Control Managers, Middle level Manager, Supply Chain, Commercials etc.

Date : 14/09/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 12/09/2024

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Training Program on

CROSS FUNCTIONAL – EMPATHY ACROSS

Introduction:

Communications & Persuasive Skills are the most valuable tools that a manager and all cross functional team leader members need at all times.

Managers must be able to articulate plans, diffuse conflicts and handle situations with competence.

They must be able to communicate clearly and persuasively in forums and achieve breakthroughs.

This distinctive Art of Persuasive Communication program focuses on enabling participants with a wide range of practical tools & concepts designed to strengthen executive's abilities on how to open, maintain communications while developing strong listening skills.

Objectives :

- Cross Functional is the method for reducing siloing & increasing collaboration
- Team feels more connected, Particularly across different department.
- Improve the process of handing off leads.

Contents

- ❖ Establish and reinforce primary goals
- ❖ Encourage transparency
- ❖ Art of influencing and convincing
- ❖ Utilising effective Listening Skills
- ❖ Delivering a Persuasive Presentation

Who should attend?

Business Leaders, All levels of Executives Marketing & Sales, Corporate Communication & PR, IT, NGO and Government officers



Date : 28/09/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 26/09/2024

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Training Program on

TEAM TOGETHER

Introduction:

Accurate planning & effective execution, both depends upon the individual & the team made out of them. An effective team can execute any project of any size or complexity whereas an untrained, unorganized team can damage project of any size or simplicity. When a simple training can help individual to transform as good performer, This program dedicated fun-filled workshop focuses on making entire team a better team.

Objectives:

- Developing ability to format, develop & maintain an effective team.
- Understanding the team process & features for high performing team.
- Making team ready for upcoming, unforeseen challenges.

Contents

- ❖ Step back & Stop your Own Involvement(For the time being)
- ❖ Learning of Vocal Dynamics.
- ❖ Learning Body Language.
- ❖ Understand your Audience.
- ❖ How People Make decisions?
- ❖ Learn to value every team members.

Who should attend?

Reporting Managers, Direct Reporters, Teaching & Non-teaching staff of colleges & Institutes, Supervisors, Plant in-charge, Freelancer, Project manager



Date : 05/10/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 03/10/2024

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LEADERSHIP ESSENTIALS FOR MANAGERS



Introduction:

The changing industrial scenario and the consequent competitive Environment are pushing management's to review their strategies, Structures and styles. To survive and subsequently grow in any Industry, attaining leadership is vital, and for this, organizations have to focus primarily on three factors: Quality, Cost and Time. Effective Supervision is absolutely critical in this context. Managers are required to have an exclusive insight and acquire new skills to give Immediate business results.

Objectives:

The program will identify various methods and circumstances in which Leadership can make a contribution to their organization's performance and to understand and practice the advanced skills necessary for more senior positions.

Contents

- ❖ Understanding the Concept of Effective leadership
- ❖ Leader as a Problem Solver.
- ❖ Leader as a Communicator and Motivator.
- ❖ Leader as a Time and Discipline Keeper.
- ❖ Leader as a Team Builder
- ❖ Aligning work processes to Achieve Goals
- ❖ Building a positive work culture
- ❖ Art of delegation and empowerment

Who should attend?

Supervisors, Team Leaders, Managers from Engineering, Manufacturing, Construction etc.

Date : 19/10/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
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Training Program on

CREATIVITY AND PROBLEM-SOLVING SKILLS



Introduction:

Successful organizations recognize that innovative thinking and focused solutions to Problems significantly enhance productivity and performance. Understanding how best to solve problems and make decisions is the key to business survival and growth.

Objectives:

- Find sustainable solutions.
- learn new ways to approach problem-solving to reach win-win decisions.
- Effective problem solving requires the ability to define the true problem.
- Analyse the possible causes.
- Create options, select the most feasible option, and then implement it.

Contents

- ❖ Focusing – Defining, Prioritizing and Analysing Problems.
- ❖ Generating Ideas – Gathering Information/Data & Alternatives.
- ❖ Doing a Force-Field, Cost-Benefit and Root-Cause Analysis.
- ❖ Testing your Creativity – Common Barriers/Block-busters
- ❖ Demonstrating Structured as well as Out-of-box thinking.

Who should attend?

contributors, Junior Managers, Employees , HRs, contributors

Date : 09/11/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 07/11/2024

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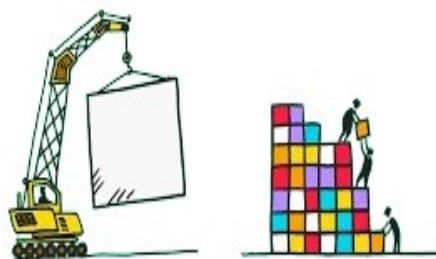


Mrudang Management

Community Center, Janadhar
Complex, Gyan
Marg, Giftcity, Gandhinagar-382355
Contact No: +91-9648696586
Email-ID
info@mrudangmanagement.com
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Training Program on

WORK CULTURE DEVELOPMENT & MAINTENANCE



Introduction:

We are existing in a knowledge & technical world which is finally created and managed by the people and for the people. People are central points also of the future world and work. In this scenario, all those who take various roles as people managers (PMs) or HR or equivalent have a tremendous responsibility to understand “People” and continuously enhance their knowledge and skills and have right attitudes as helping professionals.

Objectives:

- Knowing the right culture & developing it to help most valuable asset call People.
- To maximize efficiency, trust, togetherness and economy in outcome through optimum use of resources
- Maintaining relations 360 degree

Contents:

- ❖ Values and Culture
- ❖ Global experience of Work Culture and Its impact on overall Development
- ❖ Honesty and Integrity
- ❖ Role of Management
- ❖ Role of Employees

Who should attend?

Contributors, Junior Managers, Employees , HRs, contributors

Date : 30/11/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 28/11/2024

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-: Training Program :-

THE ONE MINUTE MANAGER – ON PLANNING & EXECUTION

Introduction :

Learning from a Best Seller Book and Worldwide accepted principals is easy & effective. The One Minute Manager is one of the World's best selling book written by Kennath H. Blanchard & Spencer Jhonson. The book is focusing on secrets to become highly successful & effective manager. Devided in three main principals, the thoughts and techniques of this book has been adopted worldwide for transformation.

Objectives :

- Learning to take decisions & be accountable for results.
- Helps to be disciplined for planning and execution
- Helps in goal planning, tracing and assessment which results in effective positive outcomes

Contents :

- ❖ About Book and Authors
- ❖ Briefing of three main principles of book
- ❖ Adoptability and Practicing these principles
- ❖ Goal Planning and Result tracking
- ❖ Criticism And reprimands
- ❖ Discussing case study relevant to these principles

Who should attend?

Contributors, Junior Managers, Employees , HRs, contributors



Date : 14/12/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 12/12/2024

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UPI : mrudangmanagement@boi



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Email-ID

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Training Program on

MICROSOFT OFFICE – DATA MANAGEMENT & MIS

Introduction:

In today's professional world, working with computers is an unavoidable essential need. And so knowing all programs of Microsoft office & their use in day to day professional life is must. One may know all program but their proper usage, protocols and presentability is a skill one must develop & practice.

Objectives

- The program will enable basic important aspects thru which one can easily use MS Office
- Will enable participant to perform on MS office more presentable & effective manner
- Few Shortcuts, formats, record keeping with help of MS office will increase efficiency in work.

Content :

- ❖ Basic of MS Office specifically Word, Excel, PowerPoint, Outlook & Notes.
- ❖ Tips of Drafting, preparing formats, printing management, size awareness, basic animations, formulas to use in daily work.
- ❖ Managing records in efficient manners
- ❖ Preparing MIS – Management information system & maintaining the same.

Who should attend?

For all Ages, Class & Professions. Mainly back office staff.



Date : 28/12/2024

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 26/12/2024

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Mrudang Management

Community Center, Janadhar

Complex, Gyan

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Training Program on

DARE TO ACT

Introduction:

Starting any thing new, out of box, unusual takes good size of courage, willingness and high level of commitment. While starting new almost all things & situations are negative. But with full determination, planning, intellectual thinking & seriousness one can dare to act. The program helps crossing mental and physiological boundaries & helps participant to be limitless.

Objectives :

- Helping participants to know their limits & helps to know how to cross it.
- To develop a skill of relevant thinking, planning and to be innovative.
- Increasing courage and commitment
- Showing different ways – the other side of case.

Contents :

- ❖ What is out of the box thinking
- ❖ Planning & Result Assumptions
- ❖ Characteristic of a Social & Economical Responsible human being
- ❖ First Step – hard work first
- ❖ SWOT for self & Circumstances to Act
- ❖ Physiological limitations & to overcome the same
- ❖ Case Study Discussions

Who should Attend ?

For all Growth Seekers, Professionals, Entrepreneurs



Date : 11/01/2025

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 09/01/2025

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Complex, Gyan

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Training Program on

EMPLOYEE FIRST, CUSTOMER SECOND

Introduction:

This program specially designed for Shop floor Workers and supporting staff. It would provide the participants a new outlook and positive consideration to work and personal life. Improving efficiency, communication skills, caring & accommodative nature and pleasing manners are some of the virtues imparted through this program.

Objectives:

The five pillars of “Employees First, Customers Second” are

- Empowerment
- Transformations
- Recognition
- Support
- Knowledge

Contents

- ❖ Developing positive attitude towards work/service.
- ❖ Qualities of a Good & Successful Employee.
- ❖ Self-motivation.
- ❖ Communication.
- ❖ Good manners and etiquette.
- ❖ Making your job interesting.
- ❖ Co-operation.
- ❖ Improving performance.
- ❖ Building Trust

Who should attend?

All Employee



Date : 25/01/2025

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 23/01/2025

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Training Program on

7 HABITS OF MOST SUCCESSFUL PEOPLE – Stephen Covey

Introduction:

The world famous Business Scientist & Author Stephen Covey's book "The 7 Habits of Highly Effective People has been considered as Highly Impactful Practice Diary for those who want to transform as Successful Professional. The program will be discuss the Key Learning of this book & help practicing the 7 habits to be a successful individual.

Objectives :

- Increasing Learning and Adopting practices from a book.
- Helping Participants to adopt few key habits which can help transforming
- Help Participants to be more effective and impactful by changing lifestyle and way of thinking.

Content :

- About Book and Author
- Set of Principles introduced in book
- Detailed Discussion with case studies of all the principles of book
- Adopting the principles & gradually changing lifestyle and way of thinking.
- Routine Life Practices and Habits to help more effective ways of To Be a Successful Professional.

Who should attend?

All age & class, students, aspiring professionals etc.



Date : 08/02/2025

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 06/02/2025

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Training Program on

STRESS MANAGEMENT

Introduction:

To move on the right path for success, one should have peaceful mind-set & approach in whatever they do. In current time, Stress is the biggest reason for so many undesirable results. Stress affects mental frame of mind. Stress has its impact on efficiency and effectiveness. Stress has positive and negative impact. Stress results in health issues in the short and long term that affects progress in life.

Objectives:

- Practical side of stress management will be discussed & identified
- Various factors that develop and aggravate stress would be explained.
- Will help in developing guidelines that would help in understanding root causes of stress and how to manage the stress.

Contents

- ❖ Prioritization
- ❖ Scheduling
- ❖ Goal Setting
- ❖ Concentration and Focus
- ❖ Getting Organized
- ❖ Improving Efficiency
- ❖ Time and Stress Management in Practice

Who should attend?

Senior and middle level managers, working executives, professionals, entrepreneurs



Date : 22/02/2025

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 20/02/2025

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Training Program on

TIME MANAGEMENT

Introduction:

Everyone is increasingly aware of the cost and value of time. Taking the time to analyze how one works can be an invaluable time-saver in itself, helping one to make their day more productive and less stressful. The Participants improve their time management abilities right away. The participants understand and imbibe the skills/ habits leading to getting best out of every moment.

Objectives:

To enable the participants to -

- Plan their Day and Eliminate Time Wasters.
- Focus on Priorities.
- Enhance Productivity and Performance.
- Learning Delegation Effectively

Contents:

- ❖ Time management is an attitude
- ❖ Benefits of time management
- ❖ Identifying time wasters & avoiding them
- ❖ Setting goals, priorities & objectives
- ❖ Logging time
- ❖ Delegation
- ❖ Changing habits and ways
- ❖ Avoiding Procrastination

Who should attend?

Junior/Middle Level Executives, Managers, Seniors, Front line Officers, Supervisors etc.



Date : 15/03/2025

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 13/03/2025

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-: Training Program :-

EMPLOYEE AS PARTNER OF BUSINESS

Introduction:

Employees are the highest contributor in growth of any organisation. & they work in specific environment. The Positive environment is where employees feel respected, valued and feel like partners, not ONLY subordinates or Workers. Profits are an extension of a positive workplace environment where employee becomes partner.

Objectives :

- Increasing trust and loyalty level in Organisation
- Helping participant to change act & behaviour in favour of organisation
- Helping participant to grow by 360 degree to be an effective asset of any organisation
- Respecting Self & Organisation by understanding contribution and values.

Contents:

- ❖ Satisfaction & Dissatisfaction
- ❖ Who are Employees ?
- ❖ Who are Partners ?
- ❖ Role of Employee as Partner
- ❖ Role of Organisation to consider employee as partner
- ❖ Key elements of a high-performing work environment.
- ❖ How does a manager bring about such an environment?
- ❖ Parameters of Loyalty & Effective Contribution.

Who should attend?

Senior and middle level Managers,
Entrepreneurs, Supervisors etc.



Date : 29/03/2025

Duration : One Day

Time : 09.00 am to 5.00 pm

Program Fee : 1000/- + GST 18%
(Includes Training, Breakfast, Lunch, High Tea)

Enrol Before : 27/03/2025

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