

Personal Transformation

One Day Highly Interactive Workshop

Workshop Overview

In today's, highly competitive global market, more and more organizations are becoming oriented to addressing the Morale, Attitude, Change, Motivation, Communication, Interpersonal Behaviour, Engagement levels, Goals Setting, Time & Stress Management of the workforce. Sieger Training India has, after a thorough research, devised the know-how to address this issue and thus offers a Program which is unique in many ways including the use of vernacular, i.e., regional languages of the workforce and has also incorporated the current state of the art cutting edge methodology based on adult learning

The program works on the following underlying principle;

“Your natural work style may not be the most effective to achieve the goals you have charted for yourself.”

Workshop Objectives

- To re-engineer the attitude & basic etiquette of Blue Collars with the right transformations to match the corporate standards.
- To develop Blue Collars on Discipline, cleanliness, hygiene and Good habits to reach success.
- To create a more highly motivated workforce with accountable employees
- To make him a good human as a company friendly & Eco friendly employee.

Target Audience

Blue Collars, Contract Labors, Field Workers, Workforce

Pedagogy:

Participative Exercises, Video based case studies, Role-plays, Question Based Discussions, Small group activities, Simulations.

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Workshop Coverage

1. **New Choices for Growth and Change & Attitude Building:** Burn my' EGO" – The 'Then' 'Now' 'Would be' & Qualities of a New Age Worker – Self-Image Assessment – 15 Manifestations of Poor Self-Image – How Others See Me - 7 Ways to Improve Your Self-Image
2. **Understanding myself and others as communicator:** Types – Barriers – Styles – Listening – Value System – How to greet the people – Body Language – People network (Region mingle)
3. **Introducing people to others** - formal names instead of first names - When and how to thank others - Dressing - Social interaction - Art of Shaking hands or greet others - Navigating a formal table setting - Handling meetings - Managing work space - Appropriate interaction with co-workers viz., FLS /DET
4. **General Behavior in workplace:** During visitor – Cleanliness in tea serving area – Washroom – Road safety – Not using of Mobile phone at Workplace – Quality conscious – Personal Cleanliness (Self Maintaining)
5. **Working in Team & Leadership:** Team skills & Qualities – Team Work, Team performance – Win and Win-Groups only can win – Attitudinal Change towards work – affective, continuance & normative commitment – Ownership – Personal Accountability – Eliminate the blame-game and finger pointing – Moral values – importance & benefits
6. **Managing Time:** Understanding how to plan & the purpose of managing time – Eliminate time waster – Meeting Deadlines – Optimal utilization of resources – Considering how things will help them in future
7. **Discipline in canteen:** Ensuring cleanliness in the table – Following timing – Eating Mannerism – Line system – Wastages – Eating habit
8. **Discipline at workplace:** Not shouting – General Behavior – Body language – Discipline in following lunch timing
9. Plan of Action for implementation of the learning

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Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training India. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance must be taken care by client only.
- Facilitators Travel, accommodation & Food must be taken care by the client (wherever necessary)
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training.
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client.
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training if the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices.