



**DREAM.**

**BELIEVE.**

**ACHIEVE.**



**GANESH DATTA LAKKUR**

Host | Trainer | Teacher | Blogger | Vlogger  
[www.ganeshdatta.in](http://www.ganeshdatta.in)

A series of Training Programs offered by Mr. Ganesh Datta Lakkur.  
Get Trained under Award Winning Trainer and a **TEDx** Speaker.

# **TRAINING PROGRAMS**

## **1. BE THE BEST YOU!**

### **Personality Development - Personal Branding**

- a. What is Personality?
- b. Influencing factors of Personality
- c. Know your Personality - Activity - Test
- d. Cognitive Approach
- e. Constructing Positive Self-esteem
- f. SWOT analysis
- g. How to handle Situations and Stress.

## **2. WATCH YOUR TONE & CONVERSE RIGHT!**

### **Communication – Effective Presentation Skills**

- a. The Process of Communication.
- b. The formula of Communication.
- c. Communication & Perception.
- d. Barriers to Communication – Questioning Skills.
- e. Listening Skills – Telephone Techniques.
- f. Business Writing Skills.
- g. Public Speaking Skills.
- h. Body Language in the presentations.
- i. Handling questions in a presentation.

## **3. STAND APART!**

### **Leadership Techniques**

- a. What is Leadership?
- b. Leaders Vs Followers.
- c. Managers Vs Leaders.
- d. Testing Leadership Potential.
- e. Your Personality – Conduit of Leadership.
- f. Team Leadership – Problem solving.
- g. Leadership & Conflict Resolution.
- h. Assertiveness and Leadership.
- i. Creation of Intangible Assets.

## **4. BUILDING BLOCKS OF LIFE.**

### **Interpersonal Skills**

- a. Assessing your Ability to Deal with People.
- b. Group Interactive Skills – Initiating Skills, Supporting Skills, Clarifying Skills.
- c. Your Interaction – making requests, refusing requests, giving advice, disagreeing, interrupting, bridging etc.
- d. The difficult Personality Types.

## **5. HOW WELL CAN YOU HANDLE PRESSURES?**

### **Time Management & Stress Management**

- a. Characteristics of Time and Stress.
- b. Time Management Tools and Job Analysis of your Job.
- c. Time Wasters – Procrastination – Optimum Stress levels.
- d. Personal Goal Setting – Identifying likely Stressors.
- e. Day-to-day Time Management Techniques.
- f. Five ways of Dealing with Stress
- g. Anger – combat with the enemy within

## **6. HOW QUICK CAN YOU CONVINC A RECRUITER?**

### **Resume Writing Techniques**

- a. Difference between a Resume and a CV.
- b. Importance of Resume and Resume Writing.
- c. Contents of Resume.
- d. Getting a Resume designed on-spot.
- e. Tools to design a CREATIVE-RESUME.
- f. One-Page Resume.

Workshops & Sessions for ORIENTATION PROGRAMS, INTERVIEW SKILLS are also conducted. More of such training programs are designed to cater the needs of students. Need Analysis and Need Assessment Tests are also done to ensure the right training programs are delivered to students. For any further queries feel free to contact at any point of time.

Thank You,

Regards,

Ganesh Datta Lakkur

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+91 95353 35513

[www.ganeshdatta.in](http://www.ganeshdatta.in)

[contact@ganeshdatta.in](mailto:contact@ganeshdatta.in) / [ganeshdatta27@gmail.com](mailto:ganeshdatta27@gmail.com)