

**Category 2**

***Management &  
Professional  
Development  
(MPD)***



# Management & Professional Development (MPD)

	<b>Course Title</b>	<b>Hours</b>	<b>Duration</b>
	<b>Management Development</b>		
<b>1</b>	<b>NLP Managerial Skills</b>	<b>25</b>	<b>4-5 Days</b>
<b>2</b>	<b>Effective Supervisory Management Skills</b>	<b>20</b>	<b>3-4 Days</b>
<b>3</b>	<b>Performance Management For Success</b>	<b>15</b>	<b>2-3 Days</b>
<b>4</b>	<b>Identification of Training Needs (ITN)</b>	<b>16</b>	<b>2-3 Days</b>
<b>5</b>	<b>Decision Making</b>	<b>15</b>	<b>2-3 Days</b>
<b>6</b>	<b>Planning , Organizing, Negotiating and Influencing Skills</b>	<b>20</b>	<b>3-4 Days</b>
<b>7</b>	<b>Change Challenges and Management</b>	<b>15</b>	<b>2-3 Days</b>
<b>8</b>	<b>Motivation and Creating Positive Attitude at the Workplace</b>	<b>15</b>	<b>2-3 Days</b>
<b>9</b>	<b>Improving Performance Management</b>	<b>20</b>	<b>3-4 Days</b>
<b>10</b>	<b>Advanced Supervisory Management Skills</b>	<b>20</b>	<b>3-4 Days</b>
<b>11</b>	<b>Effective Team Leading Skills</b>	<b>30</b>	<b>5-6 Days</b>
<b>12</b>	<b>Building Rapport in Organizations</b>	<b>20</b>	<b>3-4 Days</b>
<b>13</b>	<b>Performance Management for Success</b>	<b>20</b>	<b>3-4 Days</b>
<b>14</b>	<b>Competency Based Management (CBM)</b>	<b>25</b>	<b>4-5 Days</b>
<b>15</b>	<b>Business Management Skills</b>	<b>35</b>	<b>5-7 Days</b>
<b>16</b>	<b>Developing Call Center Team Leaders Managerial Skills</b>	<b>30</b>	<b>5-6 Days</b>

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	Course Title	Hours	Duration
17	The Integrated Management Programme	30	5-6 Days
18	Modern Skills for Crisis & Stress Management	20	3-4 Days
19	Developing Your Planning, Organizing ,Negotiating & Influence Power	20	3-4 Days
20	Advanced Skills for Team Building and Team Leading	20	3-4 Days
21	Delegation-The Art of Delegating Effectively	15	2-3 Days
22	Effective Key Performance Indicators (KPI)	20	3-4 Days
23	Senior Management Development Program (Based on the content/topics of a Mini MBA)	20	3-4 Days
<b>Professional Development</b>			
24	Effective Communication Skills	20	3-4 Days
25	Personal & Professional Development Skills Through NLP	20	3-4 Days
26	Professional Self Development Skills	20	3-4 Days
27	Managing Your Boss For Success	15	2-3 Days
28	Crisis & Stress Management	20	3-4 Days
29	Professional Problem Solving Skills	20	3-4 Days
30	Effective Time Management	15	2-3 Days
31	Presentation Skills	30	5-6 Days
32	Personal & Occupational Development Skills (Positive Work Ethics)	15	2-3 Days

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	Course Title	Hours	Duration
33	Negotiation Skills Development	20	3-4 Days
34	Information Management and Analytical Skills	20	3-4 Days
35	The Art of Influencing Others	15	2-3 Days
36	Modern Skills for Career Success & Stress Management	20	3-4 Days
37	Effective Tools & Techniques for Productivity Improvement	20	3-4 Days
38	Occupational Health & Safety	20	3-4 Days
39	Building Self Esteem and Assertiveness Skills	15	2-3 Days
40	Technical Report Writing	20	3-4 Days
41	Developing High Performance (Team Building Skills)	20	3-4 Days
42	Transactional Analysis (TA) In Practice	20	3-4 Days
43	Speed Reading Skills	20	3-4 Days
44	Building Rapport in Organizations	20	3-4 Days
45	Effective Business Etiquettes	15	2-3 Days
46	Effective Project Management	20	3-4 Days
47	Professional Skills for Creativity & Innovation	25	4-5 Days
48	Problem Solving and Dealing with Difficult People	24	4-5 Days
49	Business Ethics	20	3-4 Days

# Management & Professional Development (MPD)

	Course Title	Hours	Duration
50	Advanced Skills for Team Building and Team Leading	20	3-4 Days
52	Modern Professional Skills Through Emotional Intelligence	20	3-4 Days
53	Creativity and Innovation	15	2-3 Days
54	Modern Communication Skills	20	3-4 Days

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