

Important Training And Development Module

1. **Achievement Motivation - For a competitive Edge** 2/3 Day
2. **Attracting & Retaining Talent- For a competitive Edge** 2/3 Day
3. **Bench Marking for Excellence- For a competitive Edge** 2/3 Day
4. **BPR, BPO & ERP - For a competitive Edge** 2/3 Day
5. **Computerized Project Management-For a competitive Edge** 2/3 Day
6. **Corporate Communication- For a competitive Edge** 2/3 Day
7. **Corporate Governance & Business Ethic-For a competitive Edge** 2/3 Day
8. **Corporate Social Responsibilities** 2/3 Day
9. **Corporate Work Culture- For a competitive Edge** 2 Day
10. **Creating Positive Work Culture- For a competitive Edge** 2/3 Day
11. **Customer Relationship Management - For a competitive Edge** 2/3 Day



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12. **Decision Making & Problem Solving- For a competitive Edge** 2/3 Day
13. **Working Together - Emerging Challenges for TU** 3 Day
14. **Emotional Intelligence For Performance Improvement** 2 Day
15. **E-Commerce for Managers- For a competitive Edge** 3 Day
16. **Employer's Obligations under various Labour Laws** 3 Day
17. **Export / Import Management- For a competitive Edge** 3 Day
18. **Finance for Non-finance Executives** 3 Day
19. **Health & Stress Management- For a competitive Edge** 3 Day
20. **HRM For Line Manager- For a competitive Edge** 3 Day
21. **HRD, Productivity & Quality- For a competitive Edge** 3 Day
22. **HRD Audit-For a competitive Edge** 2/3 Day



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| 23. Improving Effectiveness of Secretaries | 3 Day |
| 24. Information Risk Management- For a competitive Edge | 3 Day |
| 25. Interpersonal Skills- For a competitive Edge | 2 Day |
| 26. IT for Office Supervisor/Managers | 3 Day |
| 27. Know and Love Yourself-For a Competitive Edge | 1 Day |
| 28. Know and Love Your Organization- For a competitive Edge | 1 Day |
| 29. Knowledge Management- For a competitive Edge | 3 Day |
| 30. Management of change - For a competitive Edge | 2/3 Day |
| 31. Management of Discipline- For a competitive Edge | 2/3 Day |
| 32. Managerial Effectiveness - For a competitive Edge | 3 Day |
| 33. Mentoring Coaching & Counseling-For a Competitive Edge | 3 Day |



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| 34. Modern Office Management- For a competitive Edge | 3 Day |
| 35. Negotiations Skills- For a competitive Edge | 2 Day |
| 36. Outsourcing & Mgt. of Contract Labour | 2 Day |
| 37. Performance Improvement-For a competitive Edge | 2/3 Day |
| 38. Presentation Skills- For a competitive Edge | 1 Day |
| 39. Productivity, Quality & Performance Improvement | 3 Day |
| 40. Project Appraisal, Concept, Issues and Approaches | 3 Day |
| 41. Reliability Centered Maintenance mgt-For a Competitive Edge | 3/4 Day |
| 42. Reliability Eng For Pro-Active maintenance | 3/4 Day |
| 43. Right To Information (RTI) | 2 Day |
| 44. Reservation Policy for SCs, STs & OBCs | 2/3 Day |



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| 45. | Strategic Planning, Concept, Issues & Approaches | 3 Day |
| 46. | Supervisory Development Program-For a competitive Edge | 3 Day |
| 47. | Supply Chain Management- For a competitive Edge | 2 Day |
| 48. | Time Management- For a competitive Edge | 1/2 Day |
| 49. | Total Cost Reduction Technique- For a competitive Edge | 3 Day |
| 50. | Total Productivity Management- For a competitive Edge | 3 Day |
| 51. | Total Quality Management- For a competitive Edge | 3 Day |
| 52. | Trainers Update- For a competitive Edge | 3 Day |
| 53. | Value Analysis/Engineering- For a competitive Edge | 2 Day |
| 54. | Vigilance for Growth and for All | 3 Day |
| 55. | VRS/Retirement - Planning for Better Future | 2 Day |

