



Asit Ghosh's Institution of Leadership & Excellence

(A Division of TTI Group)

TRAINING PROPOSAL

1. Title:- **FARQ (Forge Ahead with Redefined Quality)**

2. Content:-

- Personal Quality and Effectiveness
- Creating Excellence
- Improving Productivity
- Time Management
- Kinship and Team Work
- Result and Goal Orientation

3. Schedule:- Two Full Days

9.30 am to 5.30 pm
2 tea breaks (30 Mins. each) and
1 lunch break (60min)

4. Faculty:- Mr. Asit Ghosh

5. Group size:- 30 (Approx)

6. General arrangements by the client :-

1. All participants to report in time (no late entry please)
2. Proper AC venue with high-luminous (1800 or above) LCD projector, cordless collar mike
3. Writing pad & pen for each participant → **40** ✓
4. Tea & lunch arrangements
5. Theatre / Classroom style sitting arrangement with sufficient isle space provided between each row and column for movement.
6. Printed name cards should be clearly inscribed on the shirt /dress of each participant
7. Hall should be bright and wide with sufficient space on the four sides to provide for group activities and generate positivity in the ambience
8. White board with marker
9. No audio / video recording is permissible
10. Local transport arrangement

26, W C Bannerji Street, Kolkata 700 006 Phone: +9133 64550339 e-mail: agiledotcom@gmail.com

21 and 22 April 13