

Syllabus content - DISHA

Training Modules

S.no.	Focus Area	Module	Average Duration/Module
1	Workplace Etiquette	Body Language and Facial Expression	2 Hours
		Punctuality	
		Time Management	
		Workplace Discipline	
		Dressing	
		Workplace Communication	
		Flexibility at workplace	
2	Success in life	Attitude	
		Self Esteem	
		Values	
		Change Management	
3	Career Development	Work-life balance	
		Organizational Structure	
		Organizational Commitment	
		Know Your Customer and his Needs/Expectations	
4	Working in a team	Power of a Team	
		Values of a Powerful Team	
		Appreciating Individuality in a team	
		Conflict Management	
		Stress Management	
		Anger Management	
		Self-motivation	
5	Your Rights and Responsibilities at workplace	Respect for all - gender / age / religion no bar	
		Say No to Substance abuse	
		Knowing and Abiding by the company rules	
6	Managing Finances	Allowances	
		Insurance	
		PF and Gratuity	
		Inculcating Saving habits	
7	Health and hygiene		