



CAMPUS TO SRF

maynardleigh
associates



THE NEED

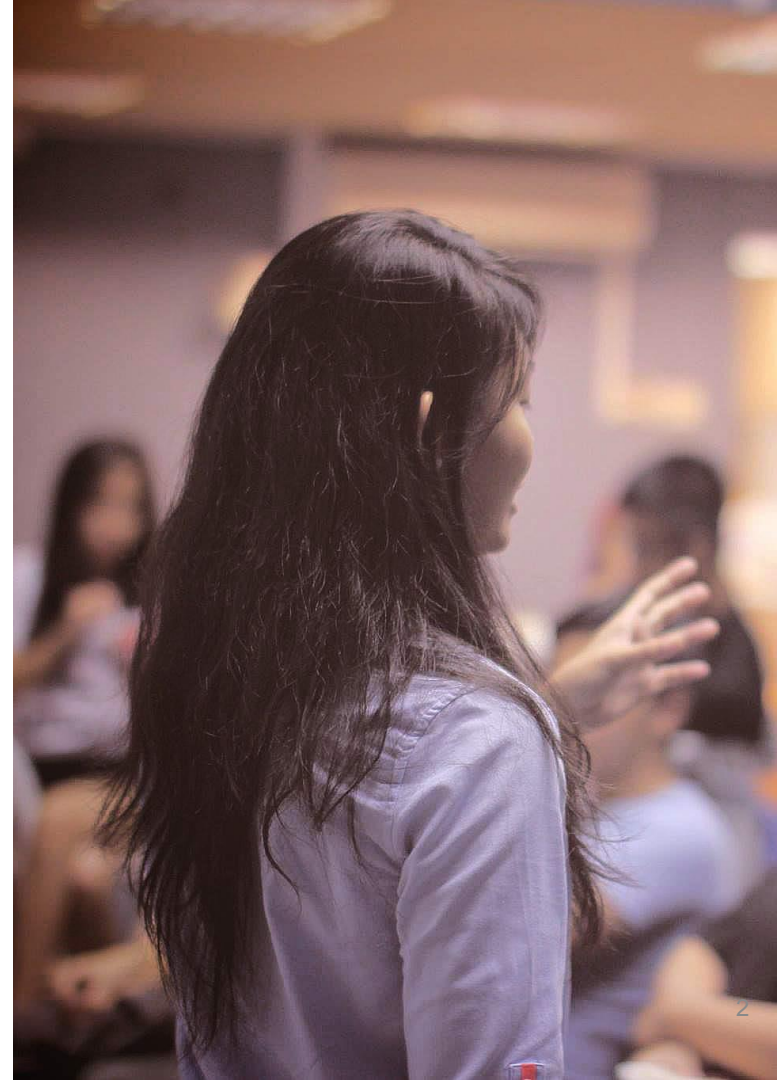
Requirement & Background

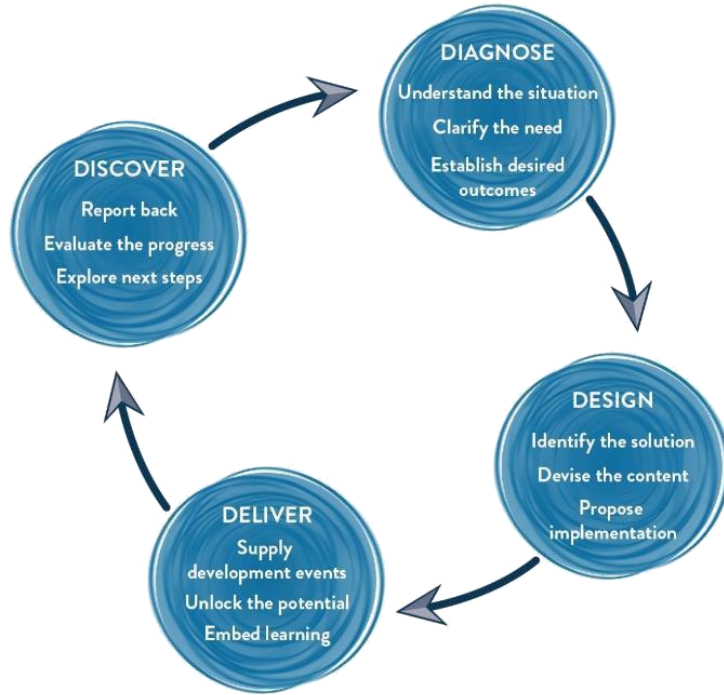
You would like us to design & deliver a one-day development initiative for your **Entry Level Officers (ELOs)**

Specifically, you want us to design something that develops the participants on their ***Communication, Presentation and Business Writing Skills***

You would like them to learn:

- How to create a First Impression – Communicating to make an Impact in different mediums
- Understanding Self and Others- Building Rapport
- Creating a vision for self
- How to use the whole body to make an impact in an interaction
- Structuring your thoughts
- Setting personal Goals and time management
- Build an attitude of CANi's - Constant And Never-ending Improvement





THE APPROACH

We would start with a further **diagnostic** conversation with different bands your organization and then **design** experiences delivered using theatre methodologies in the workshop, along the lines indicated in this proposal.

The experience for the leaders would be **delivered** by an experienced Maynard Leigh facilitator. We pride in creating unique experiences which would help the team connect back to their behaviour's at work and otherwise.

We would recommend a **discovery meeting** with you after the workshop has been completed in order to feedback the themes and issues that were uncovered.

Methodology

We use Interactive theatrical exercises along with Psychological and L & D tools



THE WORKSHOP

Information

1-day <> 21 participants <> 1 Maynard Leigh facilitator.

Style

This will be a totally interactive learning experience. We believe people learn by doing, so there will be many opportunities to express, play, act, debate, explore & experience.

We also believe learning should be fun, so the experience is meant to be enjoyable as well as instructive. Most of all, it is intended to be of practical use; thus we will continually relate the learning back to real-life issues in the workplace, and ensure that the skills can be directly applied to the business.

Methodology

Interactive theatrical exercises. Experiential exercises. Participant led discussions. Practice. Coaching.

Supported by

Handouts & study material designed specifically for the modules being covered in the workshop.

TENTATIVE WORKSHOP DESIGN – DAY 1

Session	Session details	Methodology	Target Competency
Introduction	Welcome and context setting Maynardleigh & participant Introductions	Play & Express yourself	
Brief Encounters	Participants Introduction	Group Activity	Getting to know each other
Vision Weaving (Creative Drawing activity)	Drawing exercise : “Where do you see SRF in the near future & where do you see YOURSELF in it?”	Participant contribution on paper (individual)	Knowing Self, SRF vision alignment to personal goals The Big Picture
Setting Priorities	Prioritization technique for time management that allows us to achieve targets and personal growth. Planning the present and not falling in to wasteful traps/habits.	Personal Goal setting exercise & facilitator led discussion	Focus & Time Management
Clarify the Aim & Purpose	AIM: 1. Clarifying the objective. 2.What is the purpose of any communication (written or Oral) 3.What could positive outcome look like 4.Working with purpose & performance objectives	Role Plays	Communication & Presentation Skills
Tea Break			

TENTATIVE WORKSHOP DESIGN – DAY 1 CONTINUED

Session	Session details	Methodology	Target Competency
Communication Model (55,38,7) (Body, Mind, Voice & Centring) Left & Right Brain	Discussion on the importance of Non Verbal Communication & the usage of left & right brain.	Using your body holistically to communicate.	Communication & Presentation Skills
3 T's of Communication	To ensure the other person is able to retain the essence of the interaction.	Discussion leading to Role Plays	Effective Communication Skills
Emotional Expression	How important it is to be able to emotionally express ourselves & convey a message appropriately.	Participants in pairs expressing some emotional statements (based on sad, glad, mad & afraid). For ex. "I'm angry with you.	Being able to identify the emotions they lack/or not able to express comfortably. Presentation & Communication Skills.
Lunch			
Dealing with Nerves	Calming the mind while speaking	Presence Exercises.	Presentation & Communication Skills
Tea Break			
Business Communication	E-mail, Telephone , Video Conferencing & Documentation Meetings, Conference Calls	Exercise and Trainer led presentation	Business Writing Skills Interpersonal Communication
Action Planning	Selecting some goals for their own self.		
Wrap Up			

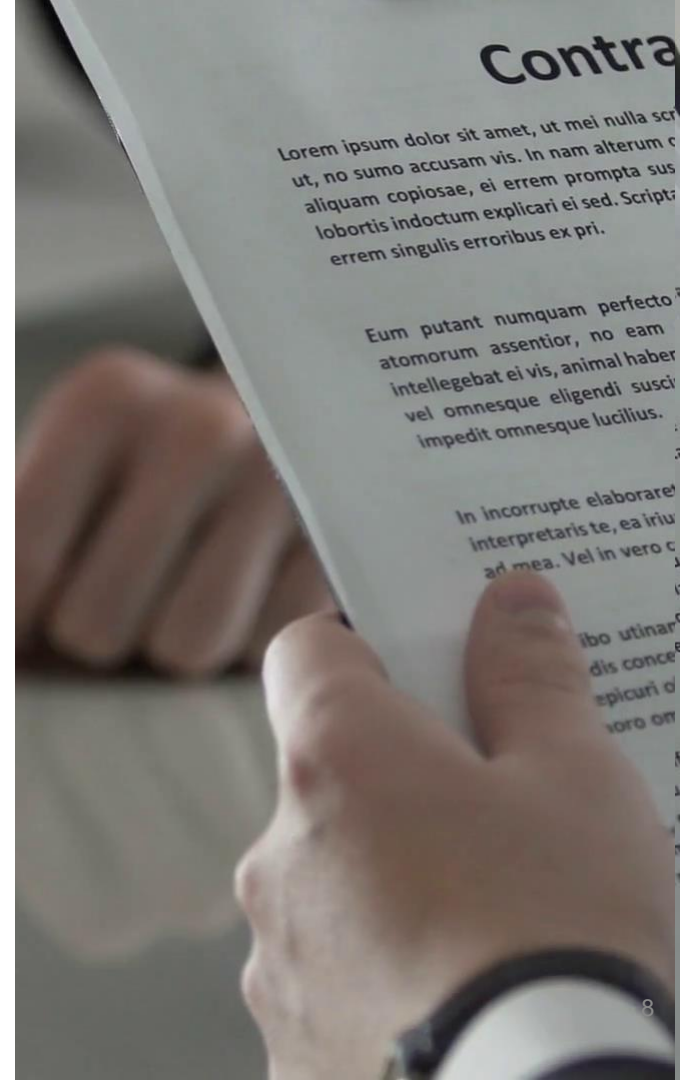


YOUR INVESTMENT

ACTIVITY	TOTAL INVESTMENT
Delivery Commercials	
a) Professional fee for delivery (70000 X 1 day X 1 consultant)	INR 75,000
b) Learning Material, Folders, Handouts (150 X 21)	INR 3,150
TOTAL	INR 78,150

COMMERCIAL T&C

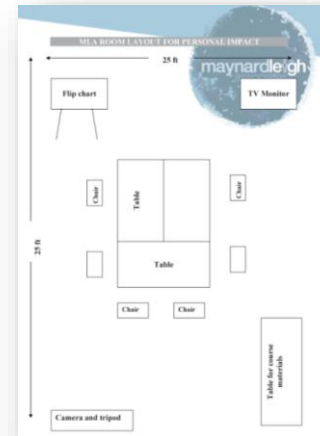
- Client is responsible for providing venue, conference facilities, AV equipment.
- Travel outside Delhi NCR - Air, stay & airport/ venue cab transfers to be taken care by the client.
- Travel inside Delhi NCR - at Rs. 12.00 Per Km.
- Not inclusive of applicable taxes (GST @18%).
- A commercial contract will be signed before the execution of the project.
- 50% of cancellation fee will be charged on any cancellation or postponements that occur within 3 to 20 working days of the confirmed date of delivery.
- 100% of cancellation fee will be charged on any cancellation or postponements that occur within 0 to 2 working days of the confirmed date of delivery.
- The above commercials are valid till the 31st March 2019
- Contracts, legal & accounting paperwork (including billing & payments) will be in the name of "Life Strategies Humancare Pvt. Ltd."





ROOM LAYOUT

We love alternative ways of setting up a workshop! Creating an atmosphere where the participants feels absolutely comfortable and yet challenged. In this workshop, the use of theatre, team games and experiential methodologies are essential ingredients, hence we'd require ample place to move around and make noise. Please book a space with ample natural light (Yes, we want sunlight streaming in) and no fixed furniture for the participants to work with one Maynard Leigh consultant.



THINGS REQUIRED AT THE VENUE

For the workshop, we will need the below mentioned:

- **LCD projector** and projection screen
- **UPS Power Back-up** for Laptop, LCD projector & Laptop speakers
- **External speakers** (for laptop connectivity). The external speakers should be loud enough to play music for the team.
- **White board** & White board markers (2 blue, 2 black, 2 green)
- **Flip chart** and Flip chart stand with suitable clips
- **Colour pens** (Normal sketch pens - about 30)
- **Notepads and pens** (for participants)
- **Blu Tac** (This substance is used to stick things, posters or paper on the wall)
- 20 A4 Size normal and **drawing sheets**
- 2 tables for the consultant(one will be used for the projector and the other for keeping the handouts)





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Consultant Profile

ANAND MITTAL



Leadership is about authenticity, it's about being yourself. This is how he defines leadership and demonstrates as well.

Total 15 years of total experience, out of which a decade of facilitation and theatre.

Anand has conducted trainings on influencing skills at work, personal impact with different stakeholders, effectively lead self & your teams, effective communication, appraisal discussions, time management, team building, customer service skills, customer satisfaction, telephone etiquettes etc.

Has also used his coaching skills with individuals at Wells Fargo, RBS, Cognizant technologies, Quattro to achieve their personal & professional goals.

He is a trained actor and a drama instructor from Barry John Acting Studio. In his experience as a Theatre director, has written many plays, street plays for amateur actors and corporates. During this process, has learnt how to deal with difficult actors, egos and to be able to create harmony amongst the ensemble. Was also a part of some corporate films for ICICI bank as an actor while in Mumbai.

Some of the clients who have appreciated his work include:

Mckinsey & Company, EY , CII ITC - CESD, Ikea, SABMiller, Cognizant technologies, Coca Cola, Maxlife Insurance, Royal Bank of Scotland, Eicher Polaris, Sopra Steria, Pepsico, Nestle etc.

GET IN TOUCH

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