



# Campus to SRF



**Equipping young professionals for the Corporate World**

**A development initiative for ELO's at SRF**

# Your Need As We Understand



## 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

# Our Approach



## Methodology

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

# The “Campus to SRF” 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-live 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.



# Campus to SRF workshop

## Practical

Together we will ensure that the content of any development event we supply is not theoretical, but directly **relevant to your business situation**. People find it easier to take their learning back to the workplace if they can **acquire simple, yet practical**, means to do so. So each learning event we always feature **real, everyday challenges** that participants might face in SRF, rather than generic case studies. The participants will take-up **change behaviours** and **practise** their learning in the workshop itself and **post the workshop** for up to the next **100 days** while rolling out this real change initiative.



This is a dynamic learning environment, working on many levels simultaneously. Participants are producing ideas, practising leadership and supporting each other's development - all at the same time. The only difference from the 'real world' is that the event also allows participants time to reflect and learn from experiences.

# Program Content - Sample



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			
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

# Program Content- Sample Day 1 Continued..

Session	Session details	Methodology	Target Competency
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. <b>Presentation &amp; Communication Skills.</b>
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			

# Investment

ACTIVITY	TOTAL INVESTMENT
<b>Delivery Commercials</b>	
a) Professional fee for delivery ( 70000 X 1 days X 1 consultant)	INR 70,000
b) Learning Material, Folders, Handouts (150 X 24)	INR 3,600
<b>TOTAL</b>	<b>INR 73,600</b>
Cost Per participant (73600/24)	INR 3,066.66



# Commercial Terms & Conditions

- 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 (service tax @ 15.00%).
- 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 2018
- Contracts, legal & accounting paperwork (including billing & payments) will be in the name of “Life Strategies Humancare Pvt. Ltd.”



For further information please connect with:

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