MBA Unique Skills Training

30 Hours Highly Interactive Experiential Training to MBA Students

MUST – *MBA's Unique Skills Training Program* is designed for Business Administration students. MUST program is not a typical soft skill / employability skills program. MUST is a unique mentoring initiative to empower Business Administration students to realize their career goals.

MUST program content have been designed to benefit both Business Administration students and their Institution. The focus of MUST program is to impart skills and insights not covered by a typical soft skills / employability skills program. The Business Administration students will get enough guidance and clues from mentors with considerable industry experience to become successful in their first job and develop themselves.

Students will learn:

- **Aligning Goals –** You keep on enhancing Personal and Business goals, yet find there is misalignment. You can balance your life.
- **Powerful Persuasion –** You try your best to communicate with positive intentions. Others still seem to take wrong meaning. You can change their stand
- **Consistency and Focus –** You know what you want, still you lack focus. You can learn to be consistent
- **Lifting Team spirit –** Your people are good individually, yet collectively they create conflicts. You can be an Inspiring Anchor
- **Keeping High Esteem –** You manage to keep your head high in front of others, inside may be feel low. You can improve Self-Image

Methodology:

- Real-World Experience Simulation between Facilitator & Participants
- Participants will be led in a Directed Learning Mode, not Just with Facilitator's one-sided Lectures
- Combination of Presentations and Examples from Facilitator and Interactive / Hands-On Participants' Exercises with Individual / Group Report-Outs
- Experiential workshop environment where participants will be educated to take risks and make adjustments based on their results from Role-Plays before approaching large real-time projects.

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Workshop Content

- **Capsule 1: Personal profile:** Understand the dimensions of behaviour model – Describe preferred behaviour using the Personal Profile System – Apply strategies to create an action plan for managing performance – Learn Strategies for managing other people's behavioural preferences – Learn strategies for shifting from one role to another role – Use the personal profile for managing career development – Apply management approaches based on willingness, ability and behavioural preferences
- **Capsule 2: Leadership Development:** 7 habits of highly effective people – Identifying one's own leadership style – Influencing skills – Developing skills for delegation – Mentoring – Coaching – Team building.
- **Capsule 3: Leadership Development:** Assess our personality characteristics in relation to others, Identify team decision making techniques, Understand our roles in a team decision making process, Identify team values and the ground rules to practice them.
- **Capsule 4: Body, Mind and Soul Integration**: Physical well-being – Learning useful physical fitness exercises – Health Tips – Yoga – For concentration and control – Spirituality or values for soul (Meditation)
- **Capsule 5: Emotional Intelligence:** Understanding Emotion – Temper and Mood – Self-awareness – sensitivity – Emotion regulation or management – Empathy – Social intelligence.
- **Capsule 6: Interview preparation:** Business Trend awareness – Resume writing – How to attend Group Discussion – Fearless Interview – Entrepreneurial Thinking.
- **Capsule 7: Verbal Aptitude**: Grammar Concepts – Antonyms – Spellings – Spotting Errors – Ordering of Words – Sentence Improvement – Ordering of Sentences – Closet Test – One Word Substitutes – Change of Voice – Verbal Analogies – Selecting Words – Sentence Formation – Sentence Correction – Completing Statements – Paragraph Formation – Fill in the blanks – Error Correction – Synonyms – Comprehension – Idioms and Phrases – Change of Speech – Para Jumbles
- **Capsule 8: Business Skills** - Negotiation Skills, Business Meetings, Business Socializing, Business Telephoning, Business Presentation

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Course Duration

30 Hours i.e., 5 day Workshop

Other Details:

- 50% advance payment has to be made along with the confirmation letter and balance on the last day of the program;
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd;
- Facilitators Food & FN/AN Beverages along with snacks have to be taken care by the client;
- Clients will have to arrange LCD, Speakers, Mike on their own;
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable;
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training;
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client;
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited;
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices.