



Brain Base Life Skill Training



DR TASNEEM

BROCHURE CONTENT



01

TRAINER'S PROFILE



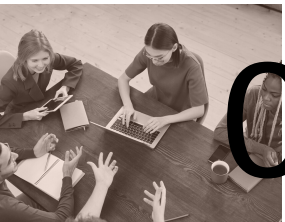
02

SOFT SKILL TRAINING



03

HR SETUP TRAINING



04

PROCESS SETUP TRAINING



05

OUR TEAM

Dr Tasneem



Hi,

I bring 17 years of work experience as a hybrid professional. I have worked with 57+ Organization and played HR, Trainer, Consultant & Coach roles.

My learning journey includes Masters in Commerce, Masters in HR, PhD in Business Leadership and Brain Based Certified Coach (ICF).

As an Impactful Facilitator I can help you and your team grow human skills & Advance Your Career with My Brain Based Learning Modules

Snapshot of Training Portfolio:

- Inspired 4000+ professional through personal, professional and business growth modules.
- Conducted 290+ learning workshop focused on Self Development, People Management and Leadership across 57+ organizations.
- Facilitated executives and managers spanning business segment viz. textile, machine manufacturing, diamonds, Information technology, food, Industrial Automation & Retail.
- Ability to Design and developed content to suit participant learning ability and Transformational learning.
- Besides my core forte, I am a keen researcher and reader in my own space; enthusiastic traveler and a continuous learner. I like interacting with people from diverse domains and borrowing real life experiences from them.



GLIMSE OF TRAININGS



SUCCESS STORY @ ONGC OPAL, DAHEJ



HUMAN SKILL TRAININGS

Upgrade Your Skills For :

*Enhancing Personal Performance, Managing Team,
and Being an Effective Leader*

at Dr Tasneem & Co.



WHY ?



Self Management training builds ability to manage thoughts, behavior & emotions in a conscious and constructive way.

Anyone who has strong self-management skills is capable of doing things according to the situation. Such people can constructively strategize for achieving professional goals.



People Management training develops managers skill for hiring, leading, and developing team members to support the organization's overall mission.

People managers handle all people-related tasks involving new talent, employee engagement, and career development.



Leadership Training provides feedback and insight on the positive aspects of the leader's actions and styles. Training program and materials ensure those strengths are explored and mastered, building a well-rounded and effective mentor to those surrounding them in the workplace.

SELF DEVELOPMENT

Topics You Can Learn

1. SELF CONFIDENCE

- What is Self Confidence & Where it Comes From
- How to Build Your Life Confidence
- How to Sustain Confidence in Long Run



2. EMOTIONAL INTELLIGENCE

- What is Emotional Intelligence & its Forms
- Understanding Your Emotions and of Others
- How to Practice EI at Workplace & its Techniques



3. POSITIVE MENTAL ATTITUDE

- How Your Mind Works
- How to Identify Your Thoughts & regulating it
- How to Practice Positive attitude at workplace



4. TIME INTELLIGENCE

- Understand your own unique approach to TM
- TM practices that will work best for you.
- How to manage your time better.



5. WORKPLACE COMMUNICATION

- Understand your own communication Approach
- How to Become Effective Speaker & Active Listener
- Effective Email Writing.



SELF DEVELOPMENT

Topics You Can Learn

6. STRESS MANAGEMENT

- Identify the causes of & manage stress in the workplace.
- Use stress management strategies.
- Develop a stress management plan & make stress management a habit.



7. SELF MANAGEMENT & PERFORMANCE

- Managing Self and Developing Self Discipline
- Professionalism and its important elements
- How to self evaluate your performance



8. CAREER GOAL SETTING

- Skills required for goal setting
- Goal setting process
- Decision making, plans & strategy and action



9. PERSONAL BRANDING

- Unleash Your Current professional standing
- Physical Branding
- Online Branding



10. LEARNING AGILITY

- Assess & discover your learning option
- Agility Enablers
- Plan how to improve learning agility



PEOPLE MANAGEMENT

Topics You Can Learn



1. MANAGERS ROLE AND ETHICS

- Understanding Typologies of Manager & their Role
- Knowing where you currently stand
- Planning and making shift to upwards ladder



2. BUILDING TRUST

- Explore levels of trust from individual, team, & organizational perspectives.
- Understand your trust-growth opportunities
- Diagnose & create a “Trust Fitness Plan” for yourself



3. SUCCESSFUL DELEGATION

- Understand delegation and when is it appropriate to use if
- Steps for effective Delegation
- Practical way of delegation with tools and techniques
- Recognize role of effective feedback to support delegation.



4. PERFORMANCE APPRAISAL

- Core principles & benefits of effective performance appraisals
- Set and write SMART performance objectives
- Give constructive and motivational feedback
- Hold structured conversational performance appraisal meetings.

PEOPLE MANAGEMENT

Topics You Can Learn



5. COACHING & MENTORING

- Understand role of manager as a coach
- Skills required to Coach
- Learn Coaching Modal and coaching framework
- Range of coaching techniques in different situations



6. LEADING EFFECTIVE MEETINGS

- Principle & roles within effective meetings
- Process and planning effective meetings
- Using Meeting agendas and managing participation
- Reviewing meetings and meeting skill practice



7. CONFLICT RESOLUTION

- Strategies of Handling Conflict at workplace
- Conflict Styles
- Process of Managing Conflicts
- Conflict resolution activities, action planning



8. CREATIVITY AND PROBLEM SOLVING

- Simple methods and techniques to develop creativity
- Methods and tools for generating ideas
- Creative problem solving techniques
- Turning creative ideas into action

LEADERSHIP DEVELOPMENT

Topics You Can Learn

1. CORE LEADERSHIP PRACTICES

- Learn Core Leadership Style & Where you belong
- Role of Value & Purpose
- Organization Design & Developing people



2. LEAD AS COACH

- Brain Based Coaching Framework
- Setting goal, strategies and action plan
- Review Modal



3. PERSONAL WELLBEING

- Body, Mind, Heart and Purpose Modules
- Scientific techniques to learn Personal wellbeing
- Building new habits



4. PERFORMANCE MANAGEMENT

- Performance Management V/s appraisal
- PMS Process
- Establishing and laUnching PMS in company



5. INCLUSION & DIVERSITY

- Introduction to Diversity, Inclusion and Equity
- Unconscious bias
- Discrimination & Harassment



HOW?

SIMPLE STEPS FOR LEARNING

1. CHOOSE TOPIC

Evaluate and Select Top three Topics that could help you grow in your career

2. GOAL DEFINING

Define and Write down Three Learning Outcome You Want to Derive from each Topic

3. ENROL & LEARN

Stack the three topics as per your priority and enroll in the first topic and start learning

4. TAKE ACTION

Put learning into practice, stay consistent & experience better version of yourself

5. Repeat

Enroll for Topic Two in your Priority stack and become a Life Long Learner...!



Can Be Customized to Audience Need



3 hours or Full Day Workshops



Immediately Transferable to Workplace



Technical Workshop

Business Systems & Processes



Mission:

To Make Organization Self Reliant in Designing & Implementing HR Department & Business Process & System

Vision:

To Create Thriving Work Culture of Growth & Performance by Transforming Unorganized Work Processes into Organized one.



OBJECTIVE

The purpose of this Workshop is to Teach Non HR as well HR professional practical approach to set up HR department and establishing simple yet effective processes and system across organization and improve operational efficiency.

WHO CAN ATTEND

- Entrepreneurs
- Any Non HR
- Those who want to horne HR and Operational Skill Set
- Fresher HR
- HR Professionals

PROGRAM OUTLINE



- 10 Hours for Each Module
- 3 Hours Personal Mentoring for learning & Implementing
- 5 Hours Group Mentoring to Creative Cross Learning
- Includes Ready to Use Templates & Drafts

1. HR Department

Learn Practically, Complete HR functionality



STRATEGIC HR

- Designing HR System, Policies, and Procedures
- Designing HR Forms, Letters, templates
- Documenting HR Manual



HR OPERATIONS

- Employee Management System
- JD's KRA and KPI's
- Manpower planning to Exit Employee Cycle



PROCESS AUTOMATION

- Research on HRIS ERP system
- Configuring existing data into ERP
- trial Runs and Modifying System
- Live and Freezing system



ADVANCE HR FUNCTIONS

- Performance Management
- Training & Development
- Compensation Management

2. BUSINESS PROCESS

Learn Practical Approach to Establish Effective Process & System



LEVEL 1: Business Process Modelling

- Design and develop business process in the simplest and easiest way.



LEVEL 2: Quality Management System

- Based on the BPM going micro of what entails the QMS



LEVEL 3: Process Designing

- Documenting and Developing Standard Operating Procedures



LEVEL 4: Process Automation

- Running Entire Business Process on Automation mode through digital/technological intervention

Our Team



DR TASNEEM

FOUNDER AND CEO

Dr Tasneem bring 17 years of work experience as a hybrid professional. She has worked with 57+ Organization and played HR, Trainer, Consultant & Coach roles.



KINJAL RAJDEEP

HUMAN RESOURCES PROFESSIONAL

Kinjal Capitalizes on her 15 years of Experience as HR Professional. Being into her personal business of Retail Store, she is equipped in handling HR challenges and tackling real time problems of operational management.





Reach out!



DR TASNEEM

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