

# KLARITY CONSULTING

## Training programmes 2018

Ref.	Course	Objective	Content	Target group	Expected outcomes	Duration
KC/Gen/2018	Generation types at work ( Leading the four generation at work)	1. Define the four generations at work place (silent's, baby boomers, Generation X, generation Ys or Millennial). Their own history, characteristics, milestone, events, culture , language and norms. 2. help managers understand the leadership skills required to enhance effective corporate communications across the generations	1. Brief introduction to generational type. In detail defining the different generation at work place. Understanding how to formulate effective communication model across the generations.	1. The supervisors, Manager, Department Heads and Executive and the Board	1. Ensure communication reach all at work. 2. Create way to get people to work together across the generations is proved with clarity and understanding.	2 Days
KC/EQ/2018	Emotional Intelligence (EQ) at work	1. Concept of EI and its basic Elements	1. Brief introduction of concept of EQ and its basic elements. Understanding how EQ's physiological nature influences behaviour in addition to its psychological .	1. Supervisors. 2. Managers. 3. Executive . 4. board members	1. Important to understand how our brains process basic and higher level emotions. 2. This increases awareness of why we react the way we react the way we sometimes do. 3. Understanding Emotion and ones body have a big relationship	2 Days
KC/Spw/2018	Strategic Plan writing	1. A Coherent approach to the design and management of personnel systems based on an employment policy and work force strategy and often underpinned by 'philosophy'. 2. catching HRM activities and policies to some explicit business strategy . 3. Seeing the people of the organization as a 'strategy resource' for the achievement of 'competitive advantage	1. The critical concerns of HRM , such as choice of executive leadership and formation of positive patterns of labour relations are strategic in any firm	1. The Human resource heads	1. Strategic HRM addresses broad organizational issues relating to changes in structure and culture , organizational effectiveness and performance, matching resources to future requirement s , the development of distinctive capabilities , and the management of change. 2. It helps stream line human capital requirements and the development of process capabilities , that is the ability to get things done effectively. overall , it deals with any major people issues that affect or are affected but the strategic plans of the organization.	3 Months
KC/SP/2018	Succession plan	1. to prepare team members for leadership roles and make them ready for new roles as and when need arises. 2. to plan career path for talented team members .3. risk Management	1 identification of key position. 2. evaluation of potential .3. replacement inventory . 4. competency mapping . 5. individual development plan	1. The company executive and board	1. Identifying and developing suitable team members who are able to replace key positions as and when requires	3 Months
KC/LS/2018	Leadership style	1. Feedback of perceived leadership capability with a view to sensitize leaders of their strength and weakness. 2. Feedback of leadership style talked with individual leaders self questionnaire to discover blind -spots . 3. assessment of suitability of leadership behaviors of individual leaders in change management situations.	1. Introduction -what is leadership. 2. leadership models and styles . 3. case study . 4. comparisons with other leaders.	Junior and Senior Management	1. Discovering once personality traits and preferred way of handling situation. 2. Once becomes capable of overcoming the progress obstacles therefore finding success in ones own terms.	4 days

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KC/LC/2018	Leader's Coaching	1. Create a sense of staying focus on goals and accomplish more each day and give the support you need 2. Ensure that the professional goals receive the attention they deserve.	1. Building better personal and professional relationships and work towards becoming a better leader.	all staff in leadership roles are illegible	1. Effective time managing 2. Increases productivity. 3. Personal one-on-one coaching, providing structure, commitment and encouragement	4 Months
KC/PS/2018	Presentation skills	1. Appreciating how to prepare a professional presentation to the identified group. 2. Preparing the content. 3. How to structure your presentation. 4. Use of media. 5. Personal behaviour	1. What is the presentation title. 2. What to achieve through . 3. What is expected(objectives). 4. Specify when QUESTIONS are allowed. 5. Questions beyond topic to be answered.	1. Staff in leadership position	1. The participants learn how to prepare presentation that would connect with the identified group.	4 days
KC/PPW/2018	Procedure and Policy writing	1. Polices an Documentation writing	1. Coming up with policies as per the organization needs.	HRM Head /Executive Management/Board	1. Formulate policies such as ; 1. Absence policies, organization Ethics and conduct Disclosure statement, code of ethics, Employee Hand Book, General Safety policies, General safety rules, Grievance policy E.T.C	5Days
KC/TE/2018	Team Events( OUTDOOR)	1. The organization set the objective if they understand the gap. And in most cases this is a BESPOKE objective that relate to the issues in the organization that need to be addressed	1. Customer tailor made	HRM Head /Executive Management	1. Enhance team Cohesion. 2. Team motivation	Out door( minimum days 2)