

HR CENTRAL K.K. LIST OF OFF-THE-SHELF TRAINING COURSES

Focus Areas	Skills	Name of Training
1.0. People Management	1.1. Appraisal Skills: Helping People Become Better	1.1.1. Appraisals and Performance Review
1.0. People Management	1.1. Appraisal Skills: Helping People Become Better	1.1.2. How to Run Appraisal Interviews
1.0. People Management	1.1. Appraisal Skills: Helping People Become Better	1.1.3. Effective Appraisal
1.0. People Management	1.2. Discipline: Setting Boundaries	1.2.1. Alternatives to Discipline
1.0. People Management	1.2. Discipline: Setting Boundaries	1.2.2. Running a Disciplinary Hearing
1.0. People Management	1.2. Discipline: Setting Boundaries	1.2.3. Managing Discipline / Effective Enforcing
1.0. People Management	1.3. Recruitment & Selection: Hiring the Right Talent	1.3.1. Effective Selection & Staffing: Finding, Attracting, & Retaining the Right Talent
1.0. People Management	1.3. Recruitment & Selection: Hiring the Right Talent	1.3.2. Conducting Effective Selection Interviews: Going Beyond "Gut-Feeling" Hiring
1.0. People Management	1.4. Training Skills: Equipping People to Learn & Grow	1.4.1. Learning Styles
1.0. People Management	1.4. Training Skills: Equipping People to Learn & Grow	1.4.2. Managing the Training Cycle
1.0. People Management	1.4. Training Skills: Equipping People to Learn & Grow	1.4.3. Running a Training Course
1.0. People Management	1.5. HR Compliance	1.5.1. Bullying Prevention in the Workplace
1.0. People Management	1.5. HR Compliance	1.5.2. Harassment Prevention in the Workplace
1.0. People Management	1.5. HR Compliance	1.5.3. Preventing Sexual Harassment in the Workplace
1.0. People Management	1.5. HR Compliance	1.5.4. Promoting Ethics in the Workplace
2.0. Working With Others	2.1. Communication	2.1.1. Interpersonal Skills
2.0. Working With Others	2.1. Communication	2.1.2. Overcoming Communication Barriers
2.0. Working With Others	2.1. Communication	2.1.3. Get On With Anyone at Work
2.0. Working With Others	2.1. Communication	2.1.4. Developing Effective Global Communication Skills
2.0. Working With Others	2.1. Communication	2.1.5. BodyWork: Awareness of Communication Dynamic Through Body Movement - Self and Others
2.0. Working With Others	2.2. Customer Service	2.2.1. Profiting from Customer Complaints
2.0. Working With Others	2.2. Customer Service	2.2.2. Customer Service Champions
2.0. Working With Others	2.2. Customer Service	2.2.3. Customer Service Excellence
2.0. Working With Others	2.3. Influencing and Negotiation	2.3.1. Negotiating Tactics

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2.0. Working With Others	2.3. Influencing and Negotiation	2.3.2. Influencing Skills
2.0. Working With Others	2.3. Influencing and Negotiation	2.3.3. Turn Conflict to Your Advantage
2.0. Working With Others	2.4. Presentation Skills	2.4.1. Preparing a Presentation
2.0. Working With Others	2.4. Presentation Skills	2.4.2. Effective Presentation Techniques
2.0. Working With Others	2.4. Presentation Skills	2.4.3. Winning a Business Audience Over
3.0 Personal Development	3.1. Assertiveness	3.1.1. Teach Yourself Assertiveness
3.0 Personal Development	3.1. Assertiveness	3.1.2. Confidence-Building Skills
3.0 Personal Development	3.1. Assertiveness	3.1.3. Personal Assertiveness
3.0 Personal Development	3.2. Maximizing One's Potential	3.2.1. Positivity: Applying Positive Psychology to Life and Work
3.0 Personal Development	3.2. Maximizing One's Potential	3.2.2. The Magnetic Power of Goals: Effective Goal Setting and Programming
3.0 Personal Development	3.2. Maximizing One's Potential	3.2.3. Discover Your Genius: Play it to your Strengths
3.0 Personal Development	3.2. Maximizing One's Potential	3.2.4. Emotional Intelligence: Achieving Self-Awareness and Emotional Control
3.0 Personal Development	3.3. Stress Management	3.3.1. Managing Stress at Work and in Life
3.0 Personal Development	3.3. Stress Management	3.3.2. Achieving Wellness: From Stress to Super-Fit
3.0 Personal Development	3.3. Stress Management	3.3.3. Effective Relaxation Techniques
3.0 Personal Development	3.3. Stress Management	3.3.4. Office Yoga and Meditation
3.0 Personal Development	3.3. Stress Management	3.3.5. BodyWork: Achieving Mental and Physical Harmony
3.0 Personal Development	3.4. Time Management	3.4.1. Get More Out of Your Time: Time Management Systems
3.0 Personal Development	3.4. Time Management	3.4.2. Save More Time: Do More With Less
3.0 Personal Development	3.4. Time Management	3.4.3. The Time Manager: Taking Control of Time
4.0. Leadership and Management	4.1. Change Management	4.1.1. How to Manage Personal Change
4.0. Leadership and Management	4.1. Change Management	4.1.2. The Skills of Managing Change
4.0. Leadership and Management	4.1. Change Management	4.1.3. Managing and Leading Change
4.0. Leadership and Management	4.2. Delegation and Empowerment	4.2.1. Do-It-Yourself Empowerment

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4.0. Leadership and Management	4.2. Delegation and Empowerment	4.2.2. How to Delegate Effectively
4.0. Leadership and Management	4.3. Leadership Skills	4.3.1. What Makes Leadership Special: Discovering the Leader In You
4.0. Leadership and Management	4.3. Leadership Skills	4.3.2. Building People: From Managing to Leading
4.0. Leadership and Management	4.3. Leadership Skills	4.3.3. The SM Challenge: 4-Player Model
4.0. Leadership and Management	4.3. Leadership Skills	4.3.4. Situational Leadership
4.0. Leadership and Management	4.4. Teambuilding	4.4.1. Effective Team Meetings
4.0. Leadership and Management	4.4. Teambuilding	4.4.2. Teamwork: Creating Your Dream Team
4.0. Leadership and Management	4.4. Teambuilding	4.4.3. Turn Groups into Teams
5.0. Modern Management Skills	5.1. Counselling and Coaching	5.1.1. The Counselling Approach
5.0. Modern Management Skills	5.1. Counselling and Coaching	5.1.2. How to Run a Counselling Session
5.0. Modern Management Skills	5.1. Counselling and Coaching	5.1.3. Developing Professional Q&A Skills
5.0. Modern Management Skills	5.1. Counselling and Coaching	5.1.4. Managing in the 21st Century: From Cop to Coach
5.0. Modern Management Skills	5.1. Counselling and Coaching	5.1.5 Basic Coaching Skills for Managers
5.0. Modern Management Skills	5.1. Counselling and Coaching	5.1.6 Employee Engagement (EQ)
5.0. Modern Management Skills	5.2. Facilitation	5.2.1. An Introduction to Facilitation: Helping People to Grow
5.0. Modern Management Skills	5.2. Facilitation	5.2.2. The Facilitative Leader: From Micromanagement to Self-Driving Teams
5.0. Modern Management Skills	5.2. Facilitation	5.2.3. Facilitation Skills: Helping Others to Learn
5.0. Modern Management Skills	5.3. Thinking Styles	5.3.1. Brain Power: Unleashing the Power of the Mind
5.0. Modern Management Skills	5.3. Thinking Styles	5.3.2. Creative Thinking: How to Think Out of the Box
5.0. Modern Management Skills	5.3. Thinking Styles	5.4.3. Critical Thinking: Effective Problem Solving
5.0. Modern Management Skills	5.3. Thinking Styles	5.4.4. Strategic Thinking: Seeing the Bigger Picture