



Peelamedu, Coimbatore - 641 004, Tamilnadu, INDIA Phone: +91 422 429 5860 / 429 5959 Email: director@grgcas.com www.grgcas.com www.facebook.com/grgcas

Essential Soft Skills for Managers

Preamble

"Soft skills" refer to a cluster of personal qualities, habits, attitudes and social graces that make someone a good employee and compatible to work with. Companies value soft skills because research suggests and experience shows that they can be just as important an indicator of job performance as hard skills.

Unlike hard skills, which can be proven and measured, soft skills are intangible and difficult to quantify. Research has found that employers actually care more about soft skills than they do about technical abilities. One reason soft skills are so revered is that they help facilitate human connections.

Soft skills are a blend of interpersonal, communication, and social intelligence skills and include Strong Work Ethic, Positive Attitude, Time Management, Self-Confidence, Communication, Teamwork, Adaptability, Problem Solving, Critical Thinking, Conflict Resolution and Leadership.

For managers, these skills are most essential to achieve career success. They can be best in what they do but if their soft skills aren't good enough, they are limiting their chances of career success.

GRG Centre for Advanced Studies (GRGCAS) offers a packaged programme for working professionals to be equipped with all the essential soft skills to succeed in their current managerial roles and to get ready for assuming higher responsibilities in the future.

Programme Coverage

This programme will focus on essential soft skills that employers value most - from communication fundamentals and teamwork to critical thinking. The broad coverage would include:

- 1. Oral and Written Business Communication
- 2. Leadership
- 3. Critical Thinking
- 4. Team Working
- 5. Time Management
- 6. Management of Self
- 7. Conflict Resolution

Learning Outcomes

At the end of the programme, the participants would:

- assume ownership for their decisions and actions
- prioritise work and manage time effectively
- work effectively in teams



- demonstrate an attitude of keeping an open mind to receive new ideas
- appreciate the need for change and practise adaptation to change
- communicate more effectively
- critically examine personal values and the importance of ethical dimension in business

Duration

The programme will be of about 48 hours' duration. The sessions can be scheduled according to the convenience of the client. The venue can either be GRGCAS or the client's premises.

Participant Profile

The programme is designed for junior and middle level managers in organisations who have a passion for performance excellence

Pedagogy/Methodology

The learning will be predominantly experiential, facilitated through brief lectures, discussion on cases, participant exercises, real-life problems, sharing of experiences, videos and stories

Programme Fee:

- a. INR 240,000/-, exclusive of GST @ 18% if conducted at GRGCAS (GRGCAS will provide programme reading materials, kit, refreshments and lunch) or INR 200,000/- exclusive of GST @ 18% if conducted at the client's premises (GRGCAS will provide programme reading materials and kit; client will provide refreshments and lunch).
- b. The number of participants is limited to 25; for more number of participants, upto a maximum of 30, the additional fee will be INR 10,000/- per participant.
- c. The professional charges are payable in Coimbatore in the name of 'GRG Education Services' (GRG Education Services, 649, Avinashi Road, PN Palayam, Coimbatore - 641 037, Tamil Nadu; GSTIN: 33AAMFS4394M1ZJ; TIN No. 33571780019).



GRG Centre for Advanced Studies

GRG Centre for Advanced Studies (GRGCAS) is a part of the GRG Group of Educational Institutions in Coimbatore under the GRG Trust established in 1956. Founded on the principles of 'knowledge, love, and service', the GRG Institutions have today come to represent excellence in education from nursery and primary schooling to doctoral degrees and beyond.

There are eleven centres of educational excellence under the aegis of the GRG Trust today. At the higher education level, there are two - PSGR Krishnammal College for Women (1963), a UGC-certified College of Excellence ranked 16th in India as per the NIRF2018 by the Ministry of HRD, offering undergraduate and post graduate programmes in arts, science, commerce, and management; and, GRG School of Management Studies (1993) offering post graduate programmes in management. GRG Centre for Advanced Studies, established in January 2017, aims to provide focused and specialised programmes in management for working professionals. GRGCAS will also offer management programmes in specifically identified disciplines in partnership with industry.

The vision of GRGCAS is "to be a leader in providing best-in-class learning and development programmes in management for working professionals".

Registration and Assistance

Prof. S. Balasubramanian 99449 66799 / director@grgcas.com

Dr. Vandana Madhavkumar 75400 89111 / vandana@grgcas.com

