

**COMMUNICATION**

**LEADERSHIP AND  
TIME MANAGEMENT**

**ADAPTABILITY**

**COLLABORATION  
AND  
TEAMWORK**

**Essential Soft Skills  
for Managers**

**EMOTIONAL INTELLIGENCE**

**CRITICAL THINKING AND  
PROBLEM SOLVING**

**POSITIVE ATTITUDE AND  
WORK ETHIC**

**NEGOTIATION  
AND  
CONFLICT  
RESOLUTION**

# TRANS FORM



## The Need

Many jobs are getting replaced by machines. Not just those that require relatively low level of skills but also those that demand higher level skillsets. We can expect that the trend in the future will be even more dramatic because of the fast changing technological environment - artificial intelligence, robotics, machine learning, and internet of things. Therefore, the demand for the future workplace will be on skills that machines do not possess and cannot acquire; and, that is the exclusively "human" skills or "soft" skills.

Soft skills are a blend of interpersonal, communication, and social intelligence skills. These include skills such as Positive Attitude and Strong Work Ethic, Time Management, Communication, Collaboration and Teamwork, Adaptability, Critical Thinking and Problem Solving, Negotiation and Conflict Resolution, and Leadership.

GRG Centre for Advanced Studies (GRGCAS) offers a packaged programme on 'Soft Skills' 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 will value most in the future workplace. The broad coverage will include:

1. Communication
2. Leadership and Time Management
3. Adaptability
4. Collaboration and Teamwork
5. Critical Thinking and Problem Solving
6. Emotional Intelligence
7. Negotiation and Conflict Resolution
8. Positive Attitude and Work Ethic



## Learning Outcomes

At the end of the programme, the participants will:

- 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 the work ethics
- negotiate better for a win-win outcome
- apply critical thinking techniques for problem solving



## Duration

The programme will be for about 10 days or 2 week duration. The sessions can be scheduled according to the convenience of the client - as a 10-day programme in one stretch or as 1-2 day(s) a week spread over a few weeks. The sessions can be held at either GRGCAS or the client's premises.



## Participant Profile

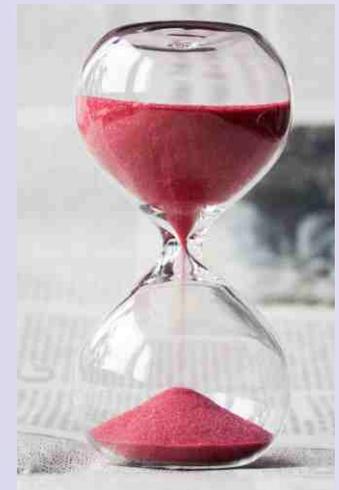
The programme is designed for entry level, junior and middle level executives in organisations who have a passion for performance excellence. Ideally for those executives who have potential for assuming leadership roles.

## Pedagogy/Methodology

The learning will be predominantly experiential, facilitated through brief lectures, discussion on cases, hands-on exercises, sharing of experiences, videos, and stories.

## Programme Fee and Payment:

- a. Our professional charges will be INR 25,000/- per day if conducted at GRGCAS (GRGCAS will provide programme reading materials, kit, refreshments and lunch) or INR 20,000/- per day if conducted at the client's premises (GRGCAS will provide programme reading materials and kit; client will provide refreshments and lunch). Taxes as applicable will be extra (currently 18% GST).
- b. The number of participants is limited to 25; for more number of participants, upto a maximum of 40, the additional fee will be INR 2,500/- plus taxes per participant per day.
- c. The professional charges are payable in Coimbatore in the name of 'GRG Education Services' (GSTIN: 33AAMFS4394M1ZJ)
- d. 50% of the professional charge is payable along with the confirmation of acceptance of our proposal and balance 50% on the day of commencement of the programme



## Registration and Assistance

Ms. Sanjuna on 754 008 9111 / Email: [programmes@grgcas.com](mailto:programmes@grgcas.com)

Dr. Vandana Madhavkumar on 0422 429 5860 / Email: [vandana@grgcas.com](mailto:vandana@grgcas.com)



GRG Centre for Advanced Studies, Coimbatore, Tamil Nadu - popularly known as GRGCAS - is a unit of the GRG Trust and was established in 2017. GRGCAS is a Centre of Excellence for the Theory and Practice of Management. The vision of GRGCAS is "to be a leader in providing best-in-class learning and development programmes in management for working professionals".

The programmes designed and delivered by GRGCAS are of short, medium, and long term duration on multiple formats and platforms - weekend/weekday; on campus and off campus, full-time and part-time, company specific, sector specific, domain specific. GRGCAS also offers management development programmes in specifically identified disciplines in partnership with other premier institutions and industry.

GRGCAS draws from among appropriate internal and external resources, including from industry to ensure that the programmes offer the most current, contemporary and updated knowledge and skills based on best practices in management.

In the past two years, GRGCAS has trained over 600 working professionals representing over 40 companies in the Kongu region in different domains and subjects of management.



## GRG Centre for Advanced Studies GRG Institutions

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