ImvaSA Training
Self Development Education
'Empowering People Through Skills Education'

New Beginnings

Outline

- Introduction
- Vision
- Importance of Training
- Training Modules Overview
- Conclusion

Introduction

Training is one of the most important parts of an organization's overall STRATEGY. Benefits of training are intangible and investing in training benefits both organization and employees for a long period.

Training enhances a worker's level of skills. It provides a sense of satisfaction, which is an intrinsic motivator.

Vision

ImvaSA's Vision is to Empower employees by providing them with training which will benefit both the Organization as well as the Individual.

Importance of Training

- Optimum utilization of Human Resources
- Development of Human Resources
- Development of skills of employees
- Productivity
- Team Spirit
- Organization Culture
- Organization Climate
- Quality
- Healthy work environment

Importance of Training

- Morale
- Image
- Organizational Development
- Self-Development

Optimum Utilization of Human Resources

- Optimizing the utilization of Human Resource
- Helps the employee to achieve their organizational goals
- Helps the employee to achieve their individual goals

Development of Human Resources

- Helps provide an opportunity and structure for the development of human resources' technical and behavioral skills in an organization
- Helps the employees in attaining personal growth

Development of Skills of Employees

- Helps in increasing the job knowledge and skills of employees at each level
- Helps expand the horizons of human intellect and an overall personality of the employees

Productivity

- Increasing the productivity of employees
- Helps the organization further to achieve its long-term goal

Team Spirit

- Team Work
- Team Spirit
- The zeal to LEARN within the employees

Organization Culture

- Helps to improve the organizational culture and EFFECTIVENESS
- Helps in creating a learning culture within the organization

Organizational Climate

- Helps build the positive perception and feeling about the organization

Quality

- Helps in improving upon the quality of work and work-life

Healthy Work Environment

- Helps in creating the healthy work environment

- Helps to build good employee relationships

- Individual Goals align with Organizational Goals

Morale

- Helps in improving the MORALE of the work force

Image

- Helps in creating a better Corporate Image

Organizational Development

- More effective decision making
- More effective problem solving
- Helps in understanding and carrying out organizational policies

Self Development

- Leadership skills
- Motivation
- Loyalty
- Better Attitudes
- People Skills

10 Modules

- 10 Ways to improve Interpersonal Skills
- Communication
- Conflict Management
- Dealing with Difficult Clients / Colleagues
- Non verbal communication
- Personal Development Skills
- Personality Types / Social Skills
- Professionalism in the Workplace
- Providing a good service
- Food For Thought

10 Ways to Improve Interpersonal Skills

- Don't Discount the importance of interpersonal skills in the workplace
- How you are perceived by your peers plays a big role in your day to day happiness at the office and the future of your career
- Connect with the people around you

Communication

- The habits you bring to your interactions with others
- An intricate look at Communication Blunders

Conflict Management

- Learning about your conflict modes
- Managing conflict
- Working as a TEAM

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Dealing with difficult Clients

- Keep your clients happy
- Improve your listening skills

Non Verbal Communication

- Eye Contact
- Gestures
- Movement
- Posture
- Written Communication

Personal Development Skills

- Basic People Skills
- Leadership Skills
- Personal Growth

Personality Types - Social Styles

- Identify your personality type
- Learn how to deal with different personalities in the work place and in your personal capacity

Professionalism in the Workplace

- Characteristics of professionalism
- Attitudes
- Approaches
- Values
- Communication Styles

Providing a Good Service

- How to rate your level of service
- Improve on how you or your organization provides a service

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Food for Thought

- Conclusion on all the above training modules

Conclusion

Each and every employee in our country, which ever industry they are working in, need proper education in order to develop as individuals and to improve themselves in the workplace.

Interpersonal skills, Communication, Non Verbal Communication and Professionalism in the workplace are just a few of the areas that are not taught at educational facilities. These are so important in ensuring productivity and efficiency in the various sectors.

Training programs increase communication between different levels of an organization. Any deficiency in processes and jobs are eliminated. Staff empowerment is a recent trend in management; such empowerment will only be successful when proper training is provided to those empowered.

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