

Corporate Training Programmes



About Us

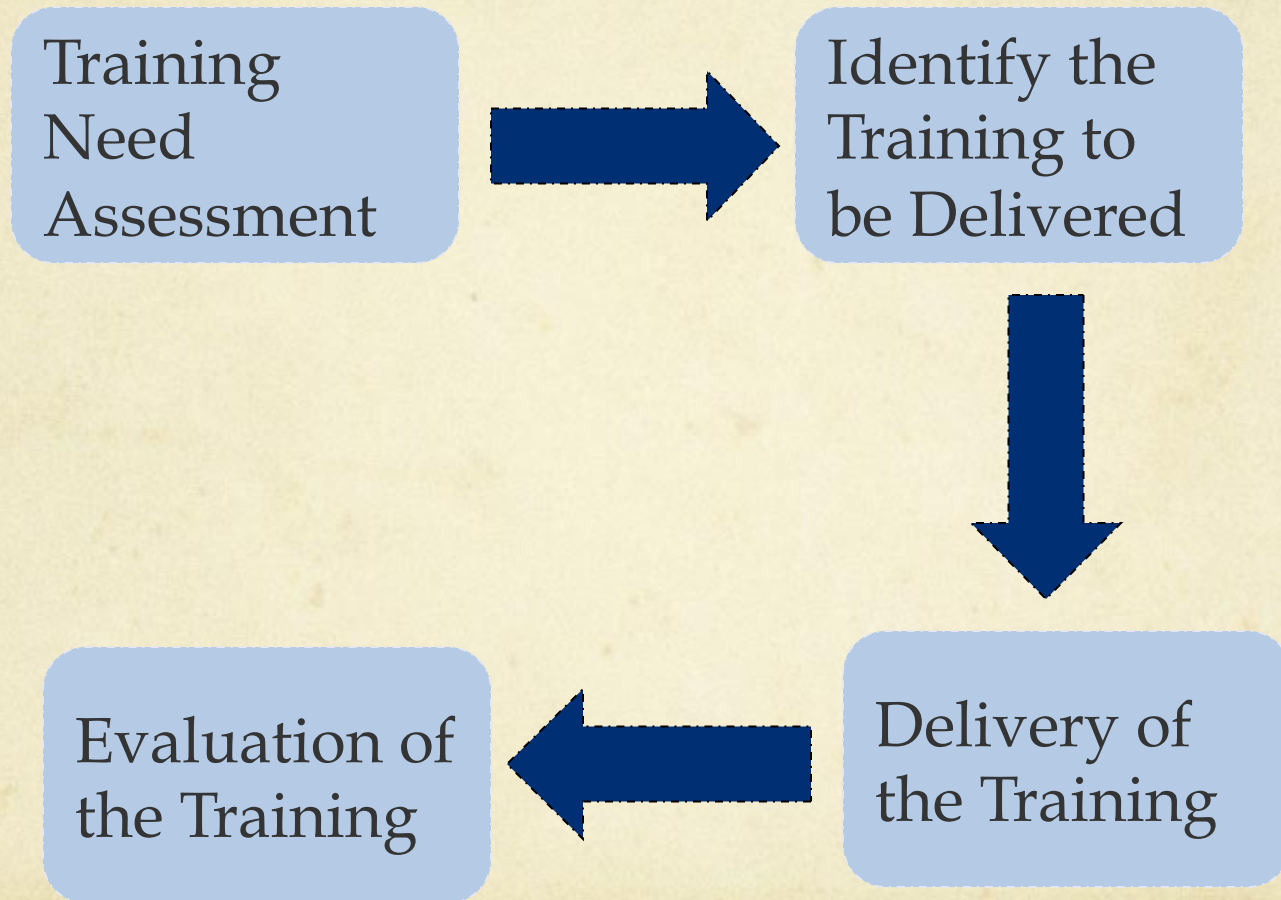
We at Artifex Technologies believe that every human being is bestowed with the capacity and capability to reach great heights in life. We help unfolding these capabilities.

Artifex Technologies has been catering to various behavioral needs of organizations across levels and industries. Today we boast of being experts in the area

Of training , offering services in the following areas::

1. *Soft Skills*
2. *Behavioral Training*
3. *Competency Based Training programmes*
4. *Leadership Skills Training*

Our approach to any training...



Our Core competencies in training lies in the below mentioned areas:

Junior Level & Middle Level

1. Communication Skills
2. English Language
3. Business Etiquette
4. Presentation Skills
5. Corporate Grooming
6. Problem Solving and Decision Making
7. Campus to Corporate

Middle Level & Senior Level

1. Time Management
2. Leadership Skills
3. Team Building/Team work
4. First Time Managers
5. Sales and Negotiation Skills

Communication Skills

The Need

- To understand and appreciate the process of communication as an important constituent of professional effectiveness
- Exposure to communication concepts
- Diagnose and circumvent barriers to communication
- To gain confidence and understand oneself

Duration

This course can be completed in 1 - 2 days

Course Coverage

- Understand communication concepts
- Understand different paradigms to communication
- Explore the impact of conflict in communication and how to resolve it
- Study strategies for persuasion and negotiation in communication
- Develop strategies for giving and receiving feedback

English Language

The Need

- Improving business English skills of your workforce

Duration

This course can be completed in 2 days

Course Coverage

- Fluency Enhancement
- Improved listening skills for meetings and teleconferences
- Company/Audience specific vocabulary improvement
- Achieving clarity in written English
- Effective written communication techniques

Business Etiquette

The Need

- To present oneself in finesse and making others comfortable in a business setting
- This also has certain aspects of Personal grooming training targeted at young professionals who are just entering a business environment

Duration

This course can be completed in 2 days

Course Coverage

- Making a great first impression
- Greetings and Introductions
- Body Language
- Etiquettes of dressing
- Business card etiquette/Cell Phone etiquette
- Behavior outside the workplace
- E-Mail Etiquette
- International business protocol

Presentation Skills

The Need

- Maintain interest levels of the audience while presenting a session
- Use appropriate presentation techniques and styles

Duration

This course can be completed in 2 days

Course Coverage

- Learn about presenting technically
- Understand the 4 P's of presentation\
- General Guidelines of presentation
- Do's and Don't's
- Handling questions in a presentation
- Body Language
- Making a lasting impression with the audience

Corporate Grooming

The Need

- Defining grooming
- Importance of personal grooming
- Relation between personal appearance and image projection

Duration

This course can be completed in 1 day

Course Coverage

- What is grooming?
- Learning perceptions of people based on grooming
- Personal grooming habits
- What's right and wrong?
- Grooming standards

Problem solving & decision making skills

The Need

- Create an organized approach to problem solving and decision making
- See problem as an opportunity
- To react to problems positively

Duration

This course can be completed in 2 days

Course Coverage

- Defining a problem
- How to analyze a problem
- Look for causes for a problem
- Problem solving techniques
- Generating solutions (Options)
- Choose the best solution
- Implement Solution
- Evaluate the decision

Campus to Corporate

The Need

- To help students create a confident professional image

Duration

This course can be completed in 2 days

Course Coverage

- Empowerment of Image
- Self Management
- Body Language
- Interpersonal Skills
- Working in teams
- Importance of continuous learning
- Confidence Building

First Time Managers

The Need

- To help first time managers transition from a team member to team manager
- To handle people management with ease and ensure productivity remains high

Duration

This course can be completed in 2 days

Modules

- Concept of Myers-Briggs Type Indicator (MBTI) and understanding of Self
- Exploring team effectiveness

Take Away

- To enhance communication with team members
- To assist participants in discovering ways to adjust to people
- To identify conflict issues with others
- To learn more about inter personal dynamics
- To develop strategies for coordinating work among team members more effectively and for overcoming conflicts

Time Management

The Need

- Appreciate importance of time management
- Become more aware of their own attitude to time and the problems with time management
- Use guidelines to make themselves Effective Time Managers

Duration

This course can be completed in 1 - 2 days

Course Coverage

- Understanding time
- Planning and Prioritizing
- Procrastination
- Goal Setting
- Tips for effective time management

Team Work

The Need

- Understand importance of teamwork for organizational success
- Appreciate benefits of good team work
- Develop a spirit of positive and collaborative behavior
- Create a winning team
- Create a separate identity for oneself working in teams

Duration

This course can be completed in 1 day

Course Coverage

- Understanding team and team work
- Being a valuable team member
- The process of team building
- Key ingredients to performing in teams
- Conflict Management

Leadership Skills

The Need

- Understand the role of a Leaders
- What it takes to become a successful leader?

Duration

This course can be completed in 2 days

Course Coverage

- What is leadership ?
- Most Admired leaders and why?
- Leadership Theories
- Leadership Types
- Role Play
- Understanding of seven leadership competencies
- 5 P's of Leadership
- How to Improve Leadership Skills
- Leadership Etiquette
- Peek into the negative traits that prevent from becoming a successful leader

Other Programmes..

We have also offered customized training programmes for leaders in the areas of:

- 1. Emotional Intelligence*
- 2. Mindfulness*
- 3. Creating Awareness*
- 4. Understanding “Change Management”*
- 5. Interviewing Skills – Workshop*

Our Expertise

Our Leadership Coach – Anitha M Lakshmi, is a Certified Brain Based Leadership Coach from ICF with 10 years of experience in transforming leaders.

Anitha's knowledge sharing process is unique.....As a Subject Matter Expert on Leadership Coaching, Mindfulness, her techniques are result driven with an objective to make a Leader a "STAR LEADER"

A Diamond is a chunk of Coal which under pressure did Well... . We need to polish the Diamond further to reveal its Brilliance. . . .

Thank You

Contact details

Anitha M Lakshmi

Director

Artifex HR Private Limited

No.3 , Rathna Nagar

Teynampet

Chennai – 600018

Mobile : +91 9840240375

Website : www.artifexhr.com

Email : anitha@artifexhr.com