

NO	Training Topic	Duration	Content
1	Strong Resume & Cover Letter	3 Hrs	<ul style="list-style-type: none"> <li>• Use of imp website to build CV</li> <li>• Track your achievements.</li> <li>• Effective Language strategy.</li> <li>• Usage of driver successfully</li> <li>• Use of cover letter</li> </ul>
3	Effective Interview Skills (PI)	3 Hrs	<ul style="list-style-type: none"> <li>• Understand job description &amp; specification</li> <li>• Interview technique, preparation, Dressing</li> <li>• Understand the competition</li> <li>• Competency based interview</li> <li>• Dealing with difficulty</li> <li>• Effective closing the interview.</li> <li>• Common question &amp; planning</li> <li>• Mock interview</li> </ul>
4	Time Management	3 Hrs	<ul style="list-style-type: none"> <li>• Understand how to manage distraction to your time</li> <li>• Overcome procrastination</li> <li>• Time matrix &amp; 4 generation of time</li> <li>• Prioritization &amp; Pareto Analysis</li> <li>• Organize your workspace</li> <li>• Plan and prioritize</li> </ul>
5	Effective Communication skill	3 Hrs	<ul style="list-style-type: none"> <li>• Improving professional etiquette &amp; Manner.</li> <li>• Identifying power centers to deal with people effectively.</li> <li>• Activist –Reflector –Theorist –Pragmatist</li> <li>• Through Personality Test identifying your real style of communication</li> <li>• Dealing effectively with your own style</li> <li>• Art of asking questions</li> <li>• Art of giving &amp; Receiving feedback</li> </ul>
6	Body Lanauage	3Hrs	<ul style="list-style-type: none"> <li>• Understanding gesture posture</li> <li>• Some basics and their origins of body language</li> <li>• Perceptiveness, intuition and hunches.</li> <li>• Territories and Zones.</li> </ul>
7	Presentation skill	3Hrs	<ul style="list-style-type: none"> <li>• What is an effective presentation ?</li> <li>• Why to deliver presentation ?</li> <li>• How to develop an effective presentation ?</li> <li>• How to deliver an effective presentation ?</li> </ul>
8	Team Work & Accountability	3Hrs	<ul style="list-style-type: none"> <li>• Personal ownership &amp; accountability</li> </ul>

			<ul style="list-style-type: none"> <li>• Relationship between ownership accountability &amp; Responsibility.</li> <li>• How to take pride in what we do &amp; become successful.</li> <li>• Doing what is right and not what is easy.</li> <li>• Solving Problems as a Team</li> <li>• The Six Thinking Hats</li> <li>• Encouraging Brainstorming</li> <li>• Building Consensus</li> </ul>
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**Workshop flow as given Below (Training Methodology)**

Workshop Topic	Ice breaker	Content delivery	Case study / Activity / Games	Practice on Method	Behavioral Test	Cost per session
Strong Resume & Cover Letter	10 Min	3 Hrs	1 Hr		Not Applicable	5000/-
Effective Interview Skills (PI)	10 Min	3 Hrs	1 Hr		Not Applicable	5000/-
Time Management	10 Min	3 Hrs	1 Hr	(Goal setting exercise will be done)	Not Applicable	5000/-
Effective Communication skill	10 Min	3 Hrs	1 Hr		Applicable	5000/-
Body Language	10 Min	3 Hrs	1 Hr		Not Applicable	5000/-
Presentation skill	10 Min	3 Hrs	1 Hr		Applicable	5000/-
Team Work & Accountability	10 Min	3 Hrs	1 Hr		Applicable	5000/-
Strong Resume & Cover Letter	10 Min	3 Hrs	1 Hr		Not Applicable	5000/-

**ASK training solution, Sheetal capital, office No.8, 2nd floor, in front of YSK hospital, Chistiya Chowk, Cidco.**

**Activities** (Activity will be conducted according to training content and requirement)

*9 Rasa activity*  
*Snake activity*  
*Tear the pages activity*  
*Wall and I activity*  
*Building Interdependence and Trust*  
*Etc.*

Here we are sharing brief information about ASK Training Solution & Trainer profile, along with training proposal.

**About "ASK Training Solution"**



ASK Training Solution has been founded & aiming for reaching to the training/coaching requirements of different levels; like corporate professionals, sales force, different levels of industry employees, management institutes, career consultation for college students, TTT for managers, teachers, professors, and small start up units on entire management pipeline. "ASK" also will be involved in creating and developing module for client as per their industry specific need.

The word "Creativity & Development" is used a lot. Unfortunately, most organizations are struggling to apply this powerful word to their businesses to drive growth, profit, and customer loyalty. Here we have precise agenda to meet the relevant needs of market.

Management & corporate speaker, coach **Mr. Sachin Dabhade** is brand face for our all major trainings. He has been working & conducting training & workshop for **Vodafone, Cipla Pharmaceuticals, Mylan Pharam, Indian Oil, Radico Distilleries, Greaves Cotton, talwalkar Ltd, Radio Mirchi etc.**



**Trainer Profile**

**About "Sachin Dabhade"**

Sachin Dabhade, A **Thinker, Presenter, Motivator, Excellent people manager, an extraordinary communicator, Counselor, Management & corporate trainer, Career consultant & Writer** are the major area of excellence in which he is performing and serving with full of vision & planning to different Organizations. Having experience of management & corporate training since last 11 years and handled training & development department in multinational companies at managerial level. Sachin is continuously working on various training projects to enhance the capability of working professional. Sachin is involved in deployments of ubiquitous management & corporate business skills, setting foundation stone for soft skill improvement & personality development with the help of global training methodologies. Also having expertise in skill development for service sector, pharmaceuticals & telecommunication industry.

The word "Creativity & Development" is used a lot. Unfortunately, most organizations are struggling to apply this powerful word to their businesses to drive growth, profit, and customer loyalty. Sachin Dabhade is one of the finest presenter of the thought.

Sachin is a **multiple award-winning trainer** that has launched many innovative projects in his corporate career to improve the performance of employee & organization. However he is specialist of leadership, behavioral, and all skill development trainings.

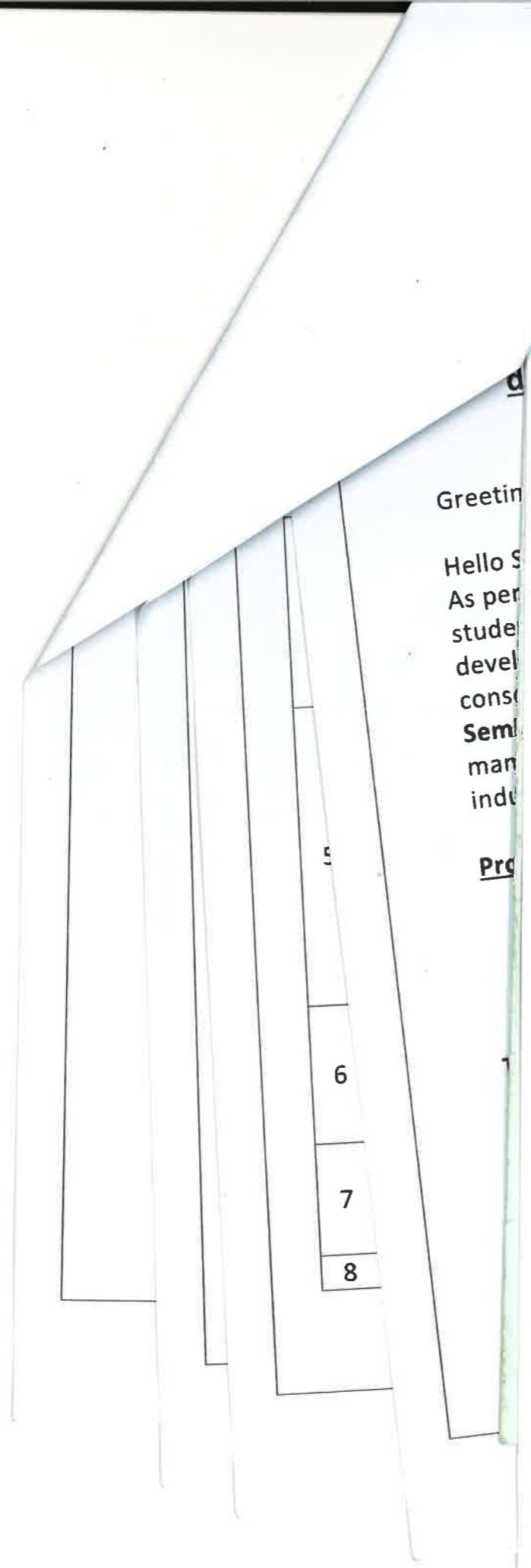
Thank you

Sachin Dabhade  
Management & Corporate Trainer, Coach.  
Director – ASK Training Solution.  
[ask@sachindabhade.com](mailto:ask@sachindabhade.com)



**Sachin A. Dabhade**  
Management & Corporate Trainer Coach

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Chistiya Chowk, Cidco.







Sr. No.	Name	Day - 1		Day - 2		Day - 3		Day - 4	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
		1.	Chavan Shubhangi	<del>Present</del>	<del>Present</del>	<del>Present</del>	-	<del>Present</del>	-
2.	Durgesh Pawar	<del>Present</del>	<del>Present</del>	<del>Present</del>	-	<del>Present</del>	-	<del>Present</del>	<del>Present</del>
3.	Gawde Vibhav	<del>Present</del>	<del>Present</del>	<del>Present</del>	-	<del>Present</del>	-	<del>Present</del>	<del>Present</del>
4.	wahel sunny	<del>Present</del>	<del>Present</del>	<del>Present</del>	-	<del>Present</del>	-	<del>Present</del>	<del>Present</del>
5.	Bharad kale	<del>Present</del>	<del>Present</del>	<del>Present</del>	-	<del>Present</del>	-	<del>Present</del>	<del>Present</del>
6.	Shyam K Sawane	<del>Present</del>	<del>Present</del>	<del>Present</del>	-	<del>Present</del>	-	<del>Present</del>	<del>Present</del>
7.	Lalham D. Desai	<del>Present</del>	<del>Present</del>	<del>Present</del>	-	<del>Present</del>	-	<del>Present</del>	<del>Present</del>
8.	Malode Kieran	<del>Present</del>	<del>Present</del>	<del>Present</del>	-	<del>Present</del>	-	<del>Present</del>	<del>Present</del>
9.	Ranvire Manisha	<del>Present</del>	<del>Present</del>	<del>Present</del>	-	<del>Present</del>	-	<del>Present</del>	<del>Present</del>
10.									

*(Signature)*  
Asst. Prof. & Head