

Strategies to Create an Effective Training Calendar

Topics for Training	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Leading in today's Context	Yellow											
Effective Communication Skills				Blue								
Assertiveness							Blue					
Campus to Corporate	Blue											
Change Management						Yellow						
Conflict Resolution			Yellow									
Client Interfacing Skills					Blue							
Goal Setting		Blue										
Advanced Presentation Skills											Yellow	
Business Etiquette			Blue									
Emotional Intelligence				Yellow								
Team Building		Yellow										
Interpersonal Skills						Blue						
Influencing Skills					Yellow							
Creative Thinking & Problem Solving									Yellow	Blue		

Frontline

1. Campus to Corporate - April

Since business skills are not part of curriculum in our education system, Campus to Corporate program needs to be the first program the frontline staff who are mostly fresh out of college, should go through.

2. Goal Setting - May

Once the frontline executives are oriented on the business skills, they need to create personal goals apart from understanding organizational goals. This would bring meaning and sense of purpose to the industriousness they would have to display in the coming year.

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3. Business Etiquette - June

Now that their goals are set, they will learn 'Business Etiquette' that is essential to project professionalism.

4. Effective Communication Skills - July

To add to the aspect of professionalism is the need to effectively communicate in work place.

5. Client Interfacing Skills - Aug

Having learnt to communicate effectively it is time to address the unique requirements in communication with regards to Client Interfacing.

6. Interpersonal Skills – Sept

Now we are fast approaching the middle of the year. The action in the work place is intense. This is the right time to address Interpersonal skills to help employees reduce the friction among team members when the heat is on.

7. Assertiveness – Sept/Oct

A good follow up to interpersonal skill program is a program on Assertiveness.

8. Creative Thinking & Problem Solving – Dec/Jan

This program is appropriate in the month of Dec or Jan to face the challenges of the last quarter. This program will help in overcoming all obstacles that is slowing the progress towards achieving business goals for the year.

Middle Management

1. Leading in Today's context - April

This program sets the foundation for the year ahead for the managers. Gives them the tools required to face the challenges of leading the team and achieving business objectives.

2. Team Building - May

After the Leadership program the managers should undergo a program on team building to learn the nuances of bringing individuals together to work for a common goal (business objective)

3. Conflict Resolution - June

A good follow up program to Team building program is conflict resolution. It is natural to have conflicts during the initial stages of team building. Therefore learning to handle such situations is imperative.

4. Emotional Intelligence - July

Emotional Intelligence program is a good platform to introspect on their performance as Leaders. Learning to manage their own emotions and understanding emotions of people around gives them the confidence to push the team to for greater productivity.

5. Influencing Skill - Aug

Having undergone the program on EI, it is time for the managers to push the pedal on the accelerator towards achieving business objectives. What better way to do it than to learn to influence people around you.

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6. Change Management – Sept

With half of the year almost over, mid-year performance reviews are common. Some bold, unpleasant decisions may have to be taken. It will help the managers to undergo a program on Change management just before such decisions are made to effectively cope with searing changes.

7. Creative Thinking & Problem Solving – Dec

This program is appropriate in the month of Dec or Jan to face the challenges of the last quarter. This program will help in overcoming all obstacles that is slowing the progress towards achieving business goals for the year.

8. Advanced Presentation Skill – Jan/Feb

It is that time of the year when the managers are preparing for critical presentations to be made in front of the management/stakeholders reflecting upon the year that went by and the year ahead. The need for effective presentation skill is vital.

Author Bio:

Pramila Mathew specializes in Management Coaching and Leadership Development. With over 25 years of experience in the global workspace, she is one of the few Training Consultants with a background in business and psychology. She heads MMM Training Solutions, a soft skills training consultancy that focuses on training and development and business coaching as the catalyst of enhancing performance management.

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