





# Welcome

## Welcome to Noetic Training Solutions

Noetic Training Solutions is a soft skills training provider, creating pre-fabricated and customized training modules for personal and corporate programs. We create and deliver training that is tailor-made to your organizations needs.

Every training company claims to offer what you need, so what sets us apart?

Choosing Noetic Training Solutions will ensure you are working with a training partner who takes time to understand your business, your people and their training and development needs. Our course modules are practical, structured, relevant and inspire positive change. We work with you to define the right training format for your needs, producing an effective, ongoing learning experience with measurable, lasting results. Our modules can be tailored to suit your individual needs.

### The Noetic Advantage

We don't just train; that's easy. We better equip you with the knowledge that enables you to get the most out your life. Bridging differences in personal life, or workplace takes effective communication: the foundation for excellence in leadership and corporate team building, performance and change management. Whether you're a student, manager, sales professional, human resource specialist, health-care professional, administrative assistant, educator or entrepreneur, you can learn to lead by example and win respect with every word you speak and how you conduct yourself. In today's fast-paced business environment everyone is being asked to do more with less. People are torn between managing the frustration and stress of the added responsibilities and maintaining the proverbial "Positive Mental Attitude". The result: more tension that actually undermines their performance.

Regardless of which line of business you're in, one mantra rings tried and true year after year: Stay Competitive. Long gone are the days when you could write your business plan on a napkin; today's organizations need to keep ahead of the curve and be prepared for every challenge that tomorrow brings. Staying competitive - although crucial to success - is never easy.

### This is what we can do for you:

1. We Create, Customize and Impart the Training for you.
2. We Create, Customize and Train the Trainers of your organization.
3. We Create, Customize and Hand Over the Training Material to you.



Knowledge

Skill

Education

## Why Soft Skills?

Soft skills, as opposed to hard skills (such as technical skills), focuses on those elements of training that require changes in behavior and thinking. Organizations today recognize that the soft skills training of their employees play an important part in maintaining relationships with their customers and developing a successful business. Organizations that endeavor to be on the path of continuous learning will often find that upgrading the “soft skills” of their workforce is a necessary part of business. It not only helps improve service but also shows the interest that an organization has in the professional development of their employees, which in turn leads to higher employee retention.

High-performing teams need high-performing individuals. To be successful in today’s high-paced environments it takes not only technical or business know-how, but personal mastery as well. For a person to be truly effective in any given situation, he needs to bring in the appropriate personal skills as well as his knowledge and experience. We structure our courses with practical experience in mind so that participants take away with them 'soft skills' which can be applied immediately.

Why should companies emphasize the importance of soft skills training? Let us talk about Indian companies. There is no questioning the fact the Indians are very competent with technical skills, but the critical question is, “Will this suffice for them to be globally competitive?” The wide rivers of culture, language and environment can only be crossed with being proficient with soft skills. Also, today Indian companies are facing intense competition from MNCs who are offering identical services in their own backyard. The only way that Indian companies can continue to dominate this space is by up-skilling their employees in soft skills. Hence the significant increase for soft skills training in India.

Noetic Training Solution primarily focuses on Training and Development. Our soft skill training programs encompass a wide range of skills that most organizations find an integral and necessary part of everyday business. From basic communication skills to strategy and change management we offer a wide range of soft skill training to address every need. It is an integral part of corporate training in today’s world.



## Highlights and Methodology

### Our Goal

We believe that students and professionals alike, who attend our workshop courses, must be exposed to a whole new environment that encompasses a universe of experience for the young souls. This ensures a holistic development of an individual's outlook towards his career in specific, and life in general.

### General Highlights of our program

Developmental Tests would form an integral and essential part of the program.

The course will help the participants in developing communication skills, presentation skills, effective group discussion and interview skills. Also included are SWOT analysis, vocabulary building, voice and accent skills, creativity/abstract thinking, general awareness, spoken English, confidence building and positive approach among other things.

Ample quantity of material will be given to the participants as study material.

### Methodology

- Lecture cum Discussions
- Practical Sessions
  - Individual
  - Group
- Presentations and Evaluations
- Concept sessions on Personality
- Interview and Group Discussion Sessions
- One-on-one Feedback
- Special Sessions
  - Autobiographical Assessment
  - Personal and Interpersonal Skills
  - Time, Resource, and Priority Management
  - Divergent Thinking
  - Self Development

Training

that fits

individual

needs



## Our Programs

Our programs are divided into two categories, accelerated learning programs and relatively long-term, slightly more comprehensive programs. The accelerated learning programs are like a fast-track course, power-packed with all the essentials, keeping it short, powerful, and precise. The long-term programs include lot of minute details, and are primarily considered as finishing programs.

### Accelerated Learning Programs

#### *Destination Success Program*

A specially designed program which prepares an individual for all types of interviews which he can face while looking for a job. This program helps improve the placement record of any professional institute and college by a huge margin by training their candidate's who are to appear for a job interview with all and any leading companies in the world. This program is beneficial for anyone, whether he be a seasoned professional looking for a change, or a fresher aspiring for that first perfect dream job!!

#### *Skill Builders Program*

At any time in life extra assistance with special subjects is important. Skill Builders program helps you improve your skills....for success. This program is designed for aspiring under-graduates and graduates looking for a career in the Service Industry.

#### *Personality Plus Program*

Is for everyone, whether you are a businessman seeking to crack that big deal or a corporate executive wanting to climb the corporate ladder, a student planning for that all important job interview, or a young lady looking to make a success of her home and working life, it's vital you get it right, the first time, all the time. This program will help you develop your personality, so that you will emerge from this training, as a clear, confident, and well communicative young aspirant, ready to take on this competitive world.

#### *Communication Tune-up Program*

Is specially designed for people who have trouble with English language. There are many reasons for this problem, mother tongue influence, low confidence, or little knowledge about the language itself. The program seeks to remove the hesitancy of the participants, increase their vocabulary, teach proper pronunciation and diction and build upon their confidence.

## ***Public Speaking Program***

The program addresses the fear and misconceptions in your mind about public speaking. It details you the importance of Effective Presentation Skills, Controlling Fear, Power of Non-Verbal Communication, Effective Body Language, Importance of Voice Modulation, Audience Handling and Effective Self-Presentation.

There are also over 60 short-term, specific courses, available. The complete list of programs can be viewed at our website: <http://Noetic.ChdFirms.Com> under *Course-Modules --> Other Programs*. These programs can be combined as per your needs to create a new program functional for your organization.

For any query on this matter, please e-mail us at: [Noetic.inc@gmail.com](mailto:Noetic.inc@gmail.com).

## **Finishing Programs**

### ***Outshine – The Complete Finishing Program for Women***

In this course, each subject is a unique piece of a puzzle, linked to the other by curriculum, resulting in a Complete Finishing Program. We are living in a society where you have only fifteen seconds to make an impression. Etiquette, manners and personal grooming are increasingly playing an important role to open the right doors for you. This program is for overall enhancement for women, from career planning to personal growth and making a good home.

At the end of the course the students come out with *éclat*, and are highly accomplished in all walks of life. They possess extensive knowledge of how to behave in their private lives. They also acquire a professional background that gives them a good start in their professional lives.

Patterned on the syllabus of leading finishing schools in Switzerland, we provide an international experience in an Indian atmosphere. Designed as the elite program for presenting yourself and your ideas with power, confidence and credibility, armed with these winning strategies, you will gain the knowledge to consistently present yourself at your best and leverage your success.

### ***Corporate Grooming Program***

This program involves three phases. First phase deals with leadership. Its course content has appreciative and inspirational mentoring program, simulated programs for conflict handling, and a complete set of offsite leadership series. The second phase involves behavioral productivity and enhancement, including topics like time and stress management, conflict resolution, creative problem solving, and emotional intelligence. The third phase includes personality development and corporate grooming, including business etiquette and personal grooming, presentation skills, international business etiquette and cross culture sensitivity, business communication, business writing and email/conference call etiquette, accent neutralization, and telephone etiquette.

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## **Different Needs Different Courses**

### **The Noetic Way of Training**

Noetic provides a comprehensive training program with an experienced full-time team of professional trainers. The ideal mix of classroom education and teaching materials ensures that our training is efficient and effective.

To be perfectly prepared for the classroom training sessions we optionally provide off-the-shelf instruction modules to our participants. These modules cover theoretical content equivalent to approximately 20 % of the related classroom courses and are a perfect way to prepare for the forthcoming classroom training or to help recapitulation afterwards.

“Train the trainer” education is frequently delivered, especially for larger target groups of participants, because it enables organizations to implement their own Internal Training Programs.

### **Training Need Analysis (TNA)**

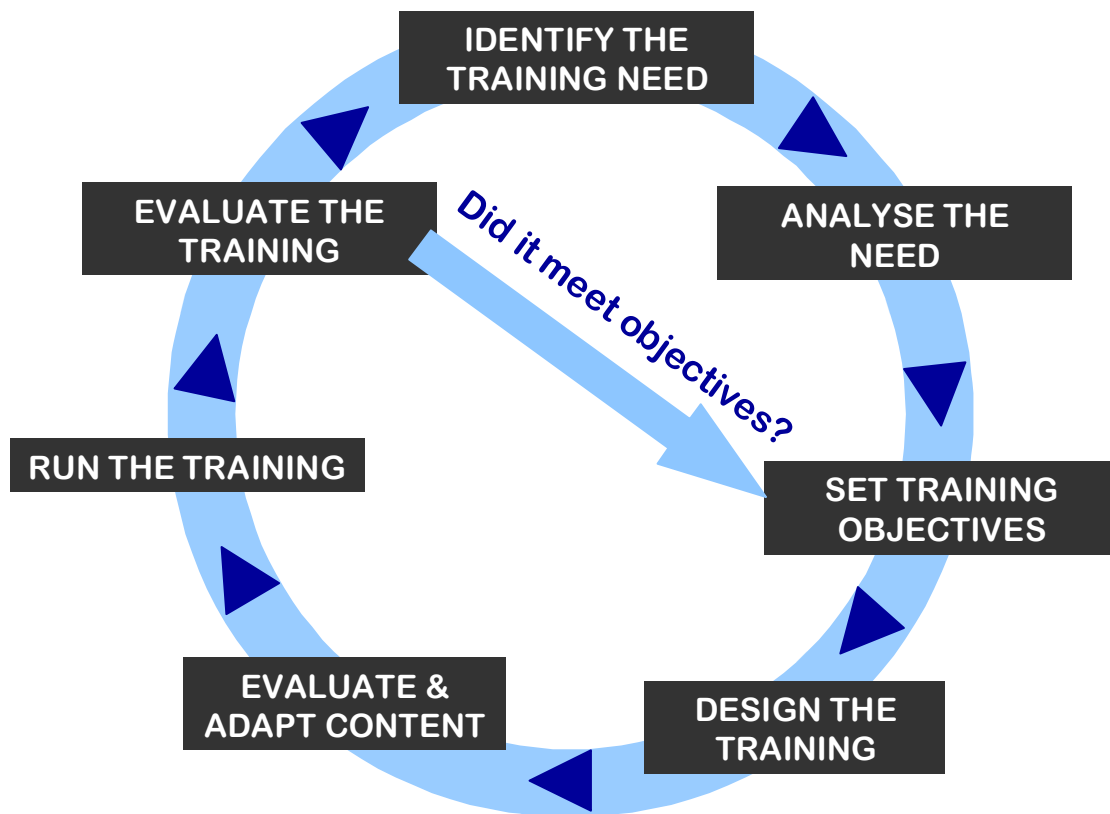
Noetic Training Solutions is keen to provide you with the best and most efficient training. To verify that the training needs are fully understood and covered by the planned course curriculum, and also to avoid overtraining, we may recommend that a joint Training Needs Analysis be made prior to the actual delivery of the training.

Typically this TNA will be performed by a member of our company and the prospective organization needing our services.

#### **The principle elements of a typical TNA are:**

1. Operational and Maintenance Training Task Analysis.
2. Training Gap Analysis to ensure over-training is kept to a minimum.
3. Training Options Analysis recommending the course delivery strategy.

# The Training Cycle



## Save Money

Since training days are reduced to minimum, we were able to give you the lowest possible price for all trainings organized as per your requirements. This way, we give you a chance to really develop your organizational assets to the highest level.

## Save Time

No company in today business can afford sending their experts for several weeks or even months for training, especially when all they need is indeed knowledge, and can be provided by us at your doorstep. The Accelerated Learning Programs name should speak for it self, but this actually means that the training days are reduced to the very minimum. All though training day are reduced, we maintain high quality training and cover all topics in book, provide quite some real-life situation tips and do all hands-on activities according to curriculum.

## Course Modules

Here is a list of a few customizable courses that we can offer you. These courses can be deployed right away or they can be further customized to your organization's needs. We provide extensive details about the contents and curriculum of these courses which can be downloaded from our website or requested via email.

Accent Neutralization	American Culture
Anger Management	Appraisal Skills
Assertiveness Skills	Behavior Change
Body Language	Business Etiquette
Change Fatigue	Change Management
Communication Skills	Conflict Management
Counseling	Creativity
Cross Cultural	Customer Facing
Customer Relationship	Customer Service
Delegation	Difficult People
Email Etiquette	Empathy
Empowerment	Ego Stats
Equality and Diversity	Executive Business Coaching
Facilitation	Group Dynamics
Induction	Influencing Skills
Innovation	Interpersonal Skills
Job Interview Techniques	Leadership Development
Management Training	Managing Conflict
Managing Former Peers	Managing People
Managing Pressure	Media Skills
Meeting Skills	Mentoring Skills
Motivation	Negotiating Skills
Networking in Business	Performance Management
Personal Development	Personal Effectiveness
Personal Impact	Personal Presence
Pitching To Win New Business	Positive Attitude
PowerPoint Presentation	Presenting Skills
Proactive Measures	Procrastination
Project Management	Public Speaking
Report Writing	Saving Face in Negotiations
Self Confidence	Self Esteem
Stress Management	Teambuilding
Technology	Telesales Training
Training Trainers	Verbal Skills
Workplace Bullying	



## Contact Us

Contact us now to purchase our pre-fabricated training programs, discuss the customization of the modules according to your needs or get a training solution fabricated explicitly for your organization.

## Company

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