WORKSHOP ONLY FOR MEMBERS ON

Enhance Your Effectiveness (EYE)

| Day & Date       | Saturday & Sunday  
|------------------|--------------------
|                  | April 27-28, 2013  
|                  | May 04-05, 2013    |
|                  |
| Time             | 10.00am to 05.30pm |
|                  |
| Venue            | ICSI-WIRC A/C Auditorium, 1st Floor, 13, Jolly Maker-Chamber No. 2, Nariman Point Mumbai – 400 021 |
| Speakers         | Mr Pramod Palekar  
|                  | (Management Educator, With 33 yrs of Training Industry Experience)  
|                  | Associate: Mr. Sameer Shelar |
| Fees             | Rs.6610/- (inclusive of service tax) |

* To register, please fill-up form at https://docs.google.com/forms/d/1hssxn7k5OOD6kJU/uZSGkOPjk2alBq-
OoahnIvaBlcU/viewform and the payment of fees with the print out of confirmation email be sent by courier/in person at the following address so that it reaches on or before 22 April 2013.

30 Seats only for maintaining effectiveness Video shooting on first and last day of seminar of each participants

For enrollment, please contact on pdc.icswirc@gmail.com

Ms. Archana Sawant, Program Co-ordinator, ICSI-WIRC 9970320202
-WIRC Office at 1st Floor, 13 Jolly Maker Chambers No.2, Nariman Point, Mumbai – 400021

Revised PMS Scheme
Please fill up online PMS Registration Form
https://docs.google.com/forms/d/1XIMBPVjB7eA4Ax32qAsNrs7jGDPkQJ4Pc8wOF40Gdo/viewform

CS Hitesh Buch  
Chairman, ICSI-WIRC

CS Ashish Garg  
Secretary, ICSI-WIRC

CS Prakash Pandya  
Chairman, PDC, ICSI-WIRC

Perceive - Plan – Perform
Contents:

Build Self-Confidence
- Handle nervousness, anxiety & stage-fear
- Overcome fear of rejection and ridicule
- Improve One-to-one and Group Communication
- Voice Culture and Modulation

Body Language
- Art of addressing an audience
- Platform Manners for effective and relaxed speech

Business Etiquette
- Personal Grooming, Manners & Etiquette
- Sense of Dressing
- Handshake, Visiting Cards
- How to Introduce

How to Think Positive
- Remove Negative Attitude
- The Right Attitude for Positive Living

Goal-setting
- Avoid work overload
- More Output in less time
- Set Priorities

Good Relationship – Secret to success
- Manage your Personal & Professional life successfully

Techniques for Presentation Skills & use Audio Visual Aids
- Preparation techniques for a Presentation
- Format for Designing a Presentation
- How to create a Lasting Impact
- How to use PowerPoint for Presentations & Enhance Your Power Point Presentation Slides
- Body Language for an Audio Visual Presentation

How to
- Develop Creativity in Communication
- Create Humor in Speeches
- Generate Audience Interest

Specific Speaking skills for
- Debates
- Impromptu Speaking
Methodology:

- Maximum number of exposures with Speaking Assignments in every session.
- Constructive evaluation of each participant by the faculty to achieve high degree in oral communication.
- Participants will be taken through actual experiences of each concept that is discussed. This will leave a lasting IMPACT & also ensure application in Real-life.
- The training environment will be highly interactive with the use of several Games, Exercises and sharing of Real-life Experiences.
- Participative exercises are carefully designed to bring out the finest and positive talents of the individual. Thus, New Skills will be developed for the Real World.