



THE INSTITUTE OF Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory Body under an Act of Parliament

CENTRE FOR
CORPORATE
RESEARCH &
TRAINING (CCRT)

PCH - 8

Two Day Program on

Enhance Your Effectiveness (EYES)

Special Discount
of 25% for 4 or more
Registrations

COVERAGE

- **Leadership**
Understand 5 Es of a leader - Envisioning the future, Engaging the right stakeholder, Energizing followers, Enabling Team & Execution.
- **Attitude & Motivation Building**
To develop right attitude needed for success, motivate others and remain self motivated even in face of adversity.
- **Business Etiquettes, Personality Development & Grooming**
Speaking Confidently, Looking presentable in business settings, Mannerisms in office settings.
- **Effective Communication and Presentation Skills (including Power Point Presentation)**
To effectively present to senior management, understanding the need of listener, customizing message to have maximum appeal and presenting it in an engaging form.
- **Emotional Intelligence**
5 Skills / Traits.
- **Goal Setting & Plan the Planner (Time Management)**
To set clear mission in life identifying the most important role they play and focussing on activities which will help them reach their mission.

Days, Dates & Timings	Friday 7 th & Saturday 8 th August 2009	09.00am - 06.00pm
Venue	A/C Training Hall of ICSI-CCRT, Plot No. 101, Sector 15, Institutional Area, CBD Belapur, Navi Mumbai - 400 614	
Proposed Trainers	• Mr. Nishant Saxena, CEO, Elements Akademia. IIM Lucknow • Mr. Amit Jyot Singh, Training Head, Elements Akademia, Delhi & formerly BU Training Head, Hero Group	
Objective / Participant Mix	The program is expected to benefit Company Secretaries, Chartered Accountants, Cost Accountants, other Professionals and budding aspirants in order to enhance their Presentation skills and Leadership ability for developing them to be overall business managers.	
Fees	General : Rs. 5000/- per participant Members of ICSI (25% Discount) : Rs. 3750/- per Member Students (50% Discount) : Rs. 2500/- per Student to cover the cost of Course Kit / Background material, Refreshments / Lunch & other organisational expenses.	

Prior registration desirable.

Program Co-ordinator : Shri K C Kaushik, Assistant Director, ICSI-CCRT, Cell : 09769133686

For Registration

Fee may be paid through local or par cheque / DD payable at Mumbai in favour of **ICSI-CCRT A/c** and sent to : **Shri Gopal Chalam**, Dean, ICSI-CCRT, Plot No. 101, Sector - 15, Institutional Area, CBD Belapur, Navi Mumbai - 400 614.
☎ 022- 27577814/15, 022- 4102 1515, Fax : 022 - 2757 4384 email : ccrt@vsnl.com