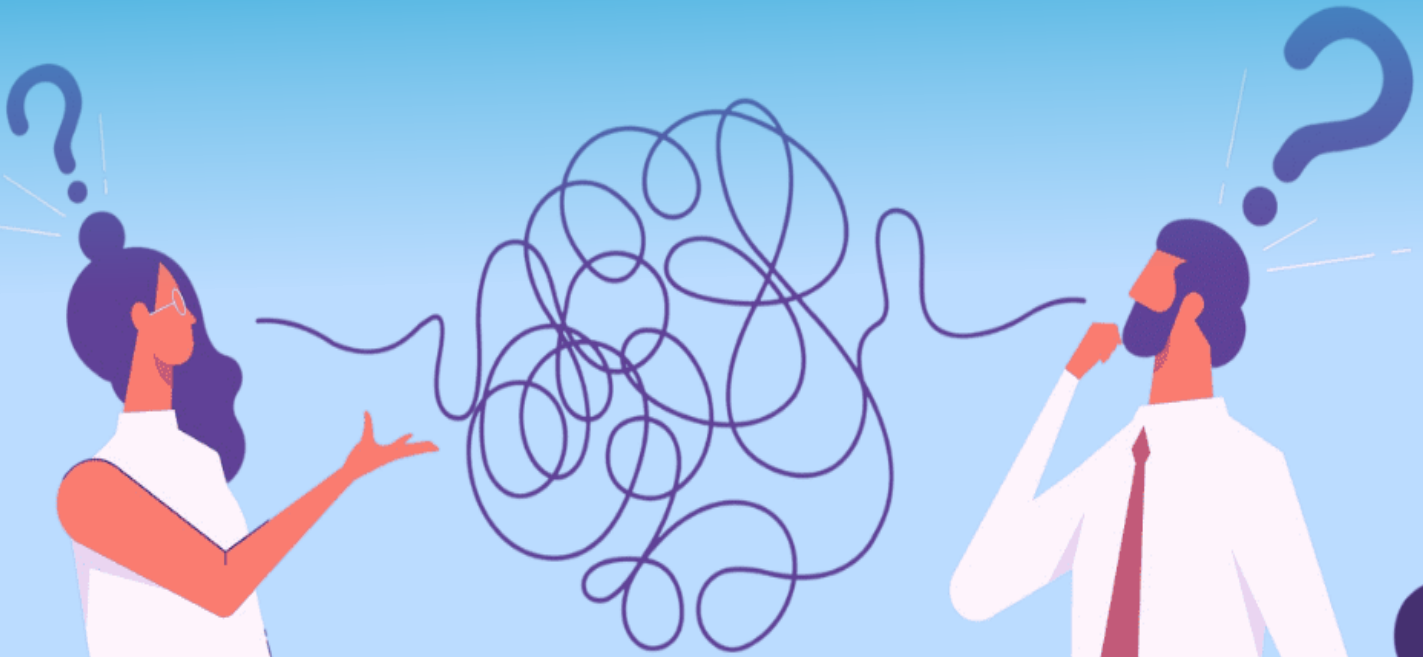




People Development Cell

Quality Circle Forum of India



Effective communication is vital in a manufacturing environment to convey instructions, share information, and coordinate tasks among team members. Soft skills training helps employees develop clear and concise communication skills, reducing errors and misunderstandings in production processes.

Overall, soft skills training is essential for manufacturing company employees to thrive in dynamic and demanding environments, contribute effectively to organizational success, and adapt to evolving industry trends and challenges.



Ms. Chitra Ramani
People Development Cell
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Chitra V Ramani with over 2 decades years of rich experience across IT, Events, Retail, and Hospitality sectors. Armed with a PostGraduate Diploma in General Management, alongside a Diploma in Hotel Management & Catering Technology and a Bachelor of Commerce degree, Chitra embodies a blend of academic excellence and practical expertise. Specializing in operations, learning and development, business development, and client leadership, she has spearheaded successful training initiatives and established Retail Learning and Development Centers of Excellence. Chitra's illustrious career includes pivotal roles such as Associate General Manager and Clinic Manager, etc where she has consistently demonstrated her strategic acumen and commercial prowess.

**Contact us : PEOPLE DEVELOPMENT CELL
QUALITY CIRCLE FORUM OF INDIA**

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Registration : <https://qcfi.in/pdc>

| Topic | Duration* |
|--|------------------------------|
| <p>Effective Communication Skills workshop</p> <p>In manufacturing, clear communication is vital for ensuring that tasks are performed accurately, safely, and efficiently.</p> | 16 Hrs 2 days of 8Hrs online |
| <p>Training Program on Team Building</p> <p>Team building is essential for fostering a positive work environment, enhancing collaboration, and improving overall team performance.</p> | 16 Hrs 2 days of 8Hrs online |
| <p>Foundations of Leadership:</p> <p>Understanding the role and responsibilities of a leader. Exploring different leadership styles and their impact on team dynamics. Building self-awareness and emotional intelligence as a leader.</p> | 32 Hrs 4 days of 8Hrs online |
| <p>Time management</p> <p>At the end of the training program on time management, participants will be able to: Understand the importance of effective time management in personal and professional contexts.</p> | 16 Hrs 2 days of 8Hrs online |
| <p>Presentation Skills Mastery Program</p> <p>Overview: The Presentation Skills Mastery Program is a dynamic training initiative designed to equip participants with the skills and confidence needed to deliver impactful presentations.</p> | 8 Hrs 2 days of 4Hrs online |
| <p>Supervisory Skills Development</p> <p>Overview: The Supervisory Skills Development training program is designed to equip current and aspiring supervisors with the essential skills and knowledge needed to effectively lead and manage teams.</p> | 8 Hrs 2 days of 4Hrs online |
| <p>Customer Service Excellence Program</p> <p>Overview: The Customer Service Excellence Program is a comprehensive training initiative designed to empower frontline staff and customer-facing teams with the skills and knowledge necessary to deliver exceptional service experiences.</p> | 8 Hrs 2 days of 4Hrs online |
| <p>Assertiveness Training Program: Finding Your Voice</p> <p>Overview: The Assertiveness Training Program is a transformative learning experience designed to empower individuals to communicate confidently, express their needs and opinions, and establish healthy boundaries.</p> | 8 Hrs 2 days of 4Hrs online |
| <p>Negotiation and Persuasion Mastery Program: Winning Strategies for Success</p> <p>Overview: The Negotiation and Persuasion Mastery Program is a dynamic training initiative designed to equip participants with the skills and techniques necessary to negotiate effectively, influence decisions, and achieve desired outcomes.</p> | 8 Hrs 2 days of 4Hrs online |