

List of Training Modules

Sans Serif Enterprises

Training Modules

Entry-level modules

1. Communication Skills
2. Written communication
3. Basic English communication
4. Interpersonal Skills
5. Presentation skills
6. MS-Office for beginners
7. Self-esteem
8. Motivation
9. Negotiation Skills
10. Rapport building
11. Self-awareness
12. Conquering fears
13. Empathy
14. Interpersonal Skills
15. Being non-judgmental
16. Body language
17. Emotional Intelligence
18. Management of emotions
19. Banishing boredom – bringing a sense of purpose and excitement to essential non value-add activities
20. Campus to corporate
21. Say NO to culture shock – celebrating the new scheme of things
22. The Introverts' Ashram – staying true to one's temperament without compromising on goals
23. Wabi Sabi – a holistic way to accept the imperfection, impermanence and incompleteness of the world, thereby seeking a life of peace and growth

Middle-management modules

1. Leadership
2. Creative Thinking
3. Decision-Making
4. Problem-solving
5. Critical Thinking
6. Conflict Management
7. Stress Management
8. Time Management
9. Emotional Intelligence
10. Being a role model
11. "My boss knows I'm a winner"
12. Anger Management
13. Being an efficient researcher
14. Holistic future planning
15. Plan your own career path
16. Mind-mapping
17. Handling failures
18. 6 Thinking Hats
19. Seeing the bigger picture
20. Creating a winning agreement – helping others see the leader in you
21. The dynamic Work-Life balance
22. Understanding the millennials – learning to connect with them and raise their productivity
23. True workforce integration

Training Modules contd.

Top level modules

1. Oneness – a workshop that transforms conflicted relationships between key stakeholders in an organization
2. Team building
3. Organization Behavior
4. Change Management
5. Crisis Management
6. Innovation and value-creation
7. The Midlife Opportunity – converting a biological crisis into a professional growth engine
8. Dealing with burnout
9. How to conduct training programs (for Learning & Development personnel)
10. How to give and receive feedback

More training programs can be developed on demand. Some modules can be implemented for grades other than the one mentioned

Counselling Modules

1. Understanding addictions
2. Anger Management
3. Forgiveness
4. Confidentiality in counselling
5. Congruence
6. Understanding Men
7. Counselling Men
8. Understanding adolescents
9. Counselling adolescents
10. Handling difficult counselees
11. Empathy in counselling
12. Being non-judgmental
13. Skills in Marital Counselling
14. Understanding infidelity
15. Ethics and morality in counselling
16. Goal setting & Future Planning
17. Geriatric counselling
18. Handling bullying
19. Positive Strokes
20. Self-awareness in counselling
21. Self-esteem
22. Workplace counselling
23. Unmasking & Confrontation
24. Eclectic counselling techniques
25. Understanding Young Adults
26. Counselling Young Adults
27. Friction Factors in marriages
28. Counselling for Reconciliation
29. Marital counselling
30. Burnout in counselling
31. Multiculturalism in counselling
32. Questioning in counselling
33. Grief counselling
34. Overcoming depression
35. Counselling adult survivors of CSA
36. Handling Ambiguous Grief
37. Transference and Counter-Transference
38. Dealing with Depression
39. Challenges in Counselling
40. Andropause
41. Counselling for Separation
42. Handling depression

Have conducted *Introduction to counselling* workshops for a variety of audiences.