

# Leading with Emotional Intelligence



## What are "Soft Skills"?

Soft skills help an individual to perform better in life, interact more efficiently with others and have better personal attributes. Unlike hard skills, which focus on specific areas and are more technical, soft skills are applicable to a broad spectrum of areas and can benefit everyone.

Soft skills are best understood through the following areas:

**Communicating**

**Leading**

**Delegating**

**Presenting**

**Motivating**

**Productivity**

**Influencing**

**Empathy**

**Sociability**



***"Your hard skills will get you an interview, but it is your soft skills that will get the job (and helps you to keep it)."***

**Soft skills are now recognized as one of the most important areas of business profitability since by increasing the communication skills of staff you can significantly increase their productivity and the company throughput.**

**In fact, soft skills are now so important that we can no longer accept old fashioned pushy autocratic styles of management. Instead, we are interested in empathic leaders who can understand people and connect to them. Their soft skills seem to be far more important than their CV or their technical ability.**

**Everyone has some experience in soft skills, though most people are unaware of the importance of these skills. Perhaps this is to do with the legacy of our education, where a lot of emphasis is put on hard skills and soft skills are somewhat neglected in comparison.**

**Fortunately, soft skills are like any other skill. They can be thought, learned, practiced and mastered. The key is to use the skills persistently and continuously monitor progress towards an ideal goal.**





**Those with High EQ Will Succeed  
More Than Those with High IQ**

**Stand Out From the Crowd:  
Give Yourself a Competitive Edge**



### **VISION FOR PROFESSIONAL EXCELLENCE....**

- ✓ **Learn to interact professionally in a business environment.**
- ✓ **Learn Soft Skills required for corporate and social interactions.**
- ✓ **Managing Business and Human needs to achieve success**
- ✓ **Learning to solve problems in a global environment**
- ✓ **Understand and enhance your Learning and Working styles**
- ✓ **Be a behavioral expert and incorporate behavioral traits of a leader**
- ✓ **Develop your Corporate Personality and Leadership Skills**



**INDUSTRY READINESS FOR STUDENTS  
WORKSHOP FOR UNDERGRADUATES  
DURATION – 5 DAYS**

**DEVELOPING CAREER INTELLIGENCE**

**FACING INTERVIEW QUESTIONS**

**WHAT YOU NEED TO KNOW BEFORE JOINING THE INDUSTRY**

**CAREER BUILDING WHILE YOU ARE IN CAMPUS**

**IDENTIFYING YOUR STRENGTHS**

**HOW TO BECOME SUCCESSFUL ENTREPRENEUR**

**MANAGEMENT TECHNIQUES FOR FUTURE MANAGERS**



## **ACHIEVING MANAGEMENT EXCELLENCE**

**DURATION – 10 DAYS**

<b>MODULE M01</b>	<b>DEVELOPING MANAGEMENT SKILLS</b>
<b>MODULE M02</b>	<b>LEADERSHIP SKILLS</b>
<b>MODULE M03</b>	<b>COMMUNICATION SKILLS</b>
<b>MODULE M04</b>	<b>MOTIVATION, PERSUASION &amp; CREATIVITY SKILLS</b>
<b>MODULE M05</b>	<b>PROJECT MANAGEMENT</b>
<b>MODULE M06</b>	<b>TEAM BUILDING</b>
<b>MODULE M07</b>	<b>COACHING SKILLS</b>
<b>MODULE M08</b>	<b>CREATIVITY &amp; INNOVATION</b>
<b>MODULE M09</b>	<b>NEGOTIATION SKILLS</b>
<b>MODULE M10</b>	<b>GIVING &amp; RECEIVING FEEDBACK</b>
<b>MODULE M11</b>	<b>DELEGATION SKILLS</b>

## **ACHIEVING PERSONAL EXCELLENCE**

### **DURATION – 10 DAYS**

<b>MODULE P01</b>	<b>PRESENTATION SKILLS</b>
<b>MODULE P02</b>	<b>EMOTIONAL INTELLIGENCE</b>
<b>MODULE P03</b>	<b>EMOTIONAL INTELLIGENCE &amp; PERSONAL SKILLS</b>
<b>MODULE P04</b>	<b>BODY LANGUAGE</b>
<b>MODULE P05</b>	<b>TIME MANAGEMENT</b>
<b>MODULE P06</b>	<b>ASSERTIVENESS SKILLS</b>
<b>MODULE P07</b>	<b>DECISION MAKING</b>
<b>MODULE P08</b>	<b>REPORT WRITING</b>
<b>MODULE P09</b>	<b>ANGER MANAGEMENT</b>
<b>MODULE P01</b>	<b>PERSONAL IMPACT</b>
<b>MODULE P12</b>	<b>BUSINESS COMMUNICATIONS</b>

**ACHIEVING INTERPERSONAL EXCELLENCE**  
**DURATION – 10 DAYS**

<b>MODULE I01</b>	<b>HOW TO INFLUENCE PEOPLE</b>
<b>MODULE I02</b>	<b>MEETING SKILLS</b>
<b>MODULE I03</b>	<b>HANDLING DIFFICULT PEOPLE</b>
<b>MODULE I04</b>	<b>CONFLICT MANAGEMENT</b>
<b>MODULE I05</b>	<b>LISTENING SKILLS</b>
<b>MODULE I06</b>	<b>QUESTIONING SKILLS</b>
<b>MODULE I07</b>	<b>PERSUASION SKILLS</b>

## **ACHIEVING SALES & MARKETING EXCELLENCE**

### **DURATION – 10 DAYS**

<b>MODULE S01</b>	<b>CUSTOMER SERVICE SKILLS</b>
<b>MODULE S02</b>	<b>SALES SKILLS</b>
<b>MODULE S03</b>	<b>TELEPHONE SKILLS</b>
<b>MODULE S04</b>	<b>HANDLING COMPLAINTS</b>
<b>MODULE S05</b>	<b>MARKETING SKILLS</b>
<b>MODULE S06</b>	<b>MANAGING THE SALES FORCE</b>





## **ACHIEVING HUMAN RESOURCE EXCELLENCE**

### **DURATION – 10 DAYS**

<b>MODULE H01</b>	<b>INTERVIEW SKILLS</b>
<b>MODULE H02</b>	<b>STRESS MANAGEMENT</b>
<b>MODULE H03</b>	<b>PERFORMANCE MANAGEMENT</b>
<b>MODULE H04</b>	<b>TRAIN THE TRAINER</b>
<b>MODULE H05</b>	<b>DIVERSITY MANAGEMENT</b>
<b>MODULE H06</b>	<b>MANAGING TEAMS</b>
<b>MODULE H07</b>	<b>DISCIPLINE AT WORK</b>
<b>MODULE H08</b>	<b>DEVELOPING PEOPLE</b>
<b>MODULE H09</b>	<b>SELF DEVELOPMENT</b>

**ACHIEVING SERVICE EXCELLENCE**  
**DURATION – 10 DAYS**

<b>MODULE S01</b>	<b>DEVELOPING CUSTOMER FOCUS</b>
<b>MODULE S02</b>	<b>CUSTOMER RELATIONSHIP MANAGEMENT</b>
<b>MODULE S03</b>	<b>CUSTOMER SATISFACTION FOR PROFITABILITY</b>



## **MEDITATION COURSES**

### **Holistic Healing, Basic, Advance and Psychic Healing**

- ✓ **Reiki Healing, Basic, Advance, IIIA and Mastership Course**
- ✓ **Pranic Healing Basic, Advance and Psycho Therapy**
- ✓ **Stress Management Course**
- ✓ **Education and Career Development Course**
- ✓ **Yoga Instructor Course and Yoga Therapy Instructor Course**
- ✓ **Meditation Basic & Advance**



## **SPECIAL MEDITATION COURSE FOR CORPORATE EXECUTIVES HOLISTIC HEALTH TRAINING COURSE**

DAY ONE	DAY TWO	DAY THREE
<p><b>Introduction to Energy Science</b></p> <p style="text-align: center;"><b>Philosophy of Life &amp; Health Science</b></p> <p style="text-align: center;"><b>White Light Meditation ( Theory / Practical / Benefit )</b></p> <p><b>Thought Empowerment &amp; Mind Techniques</b></p> <p><b>Body Energy Centre (Chakras), Location &amp; Physiological effect</b></p> <p><b>Body, Health &amp; Aura Energy Field Clean / Close / Shield / Strengthen Aura/ Self Treatment</b></p>	<p><b>Meditation for Enlightenment</b></p> <p><b>Stress Management by Energy Science</b></p> <p style="text-align: center;"><b>Four Steps of Healing</b></p> <p style="text-align: center;"><b>Right &amp; Left Brain</b></p> <p style="text-align: center;"><b>Alpha Level of Brain</b></p> <p><b>Protect Self &amp; Others</b></p>	<p><b>Physical Body &amp; Energy Body</b></p> <p style="text-align: center;"><b>See &amp; Receive the Energy ( Theory &amp; Practical )</b></p> <p style="text-align: center;"><b>Improvement of Quality of Life</b></p> <p><b>Instant Body &amp; Mind Relaxation Technique</b></p> <p style="text-align: center;"><b>Twin Heart Meditation</b></p> <p style="text-align: center;"><b>Third Eye Activation to know Yourself</b></p> <p style="text-align: center;"><b>Law of Karma</b></p>



**FOR KEYNOTE PRESENTATION | WORKSHOPS | SEMINARS | SOFT SKILLS TRAINING COURSE**

**PLEASE CONTACT**

**SANJEEV GOEL**

**SOFT SKILLS TRAINER  
KEYNOTE SPEAKER  
CAREER ADVISOR**

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