



**CENTER FOR CORPORATE RESEARCH  
TRAINING AND DEVELOPMENT**

**In collaboration with  
Ratan Global Business School (RGBS)**

**Five Days Program**

**On**

**“CAREER COUNSELING & SOFT SKILLS”**



**Dr B Ratan Reddy, Phd (Mgt)**  
**(Programme Director)**

# **INDEX**

S.No	Content	Page No
1	BRIEF PROFILE OF RGBS	3
2	BRIEF PROFILE OF CRTD	5
3	PROGRAM OVERVIEW	6
4	TENTATIVE SCHEDULE	7
5	WHO SHOULD ATTEND	8
6	PROGRAM DURATION	14
7	METHODOLOGY	14
8	FINANCIAL DETAILS	14
9	CORE FACULTY	15
10	CONTACT DETAILS	16

# 1. BRIEF PROFILE OF RGBS

## RGBS: RATAN GLOBAL BUSINESS SCHOOL

**Ratan Global Business School (RGBS)** approved by *AICTE*, Ministry of HRD, GOI offers two-year **Post Graduate Diploma in Management (PGDM)** course. The course is offered from state of the art campus located in Ravelly, Hyderabad. Apart from offering the graduate courses, we offer **Management Training** courses to Government Departments, Public Sector Enterprises and Private Corporations. The Training is offered through *Center for Corporate Research Training and Development*, our sister organization. There is no other practical based learning approach like the **Ratan Global Business School's (RGBS)** method. It is unique and replicates the real world business challenges. People who have studied will always be recognized for their confidence and ability to tackle global challenges

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The *RGBS* sponsored by Shri Sai Rathan Educational Society in collaboration with Center for Corporate Research, Training and Development (CRTD) proposes to be a leading research-driven Business School in India. The

*RGBS* evolved from a need for a nationally top-ranked and distinctive business school in India devoted to providing the best management education to rural people by a *Professional* who is dedicated to develop rural India.

The School's Governing Board comprises of academicians from leading Management Institutions, Corporate Captains and Entrepreneurs. Our network with the leading enterprises, Navratna Public Enterprises and top Business Schools makes the *RGBS* one of its king in India for great career opportunities.

The *RGBS* is the brainchild of Dr. B Rathan Reddy, PhD(Strategic Management), who has more than three decades of experience in training IAS Officers, Corporate Leaders, Professors, Research Scholars, MBA students and Political Leaders in Strategic Management, OB, HR, Finance, Marketing, IR, Ethics and Values.

**RATAN GLOBAL BUSINESS SCHOOL**  
Approved by the All India Council for Technical Education (AICTE)  
(Ministry of HRD, Govt. of India)

**IIM Like PGDM**  
Core (HR, Marketing, Finance)

**SECTORAL SPECIALIZATIONS:**

- Telecommunication & IT
- Infrastructure Management
- Pharmaceutical Management
- Agribusiness Management
- Banking ,Insurance and Financial Services

**GLOBAL LEADERS**  
Ranked A+ Category B-School

**RGBS Offers New Courses for 2011-2013**  
(Two years full time residential course)

**PGDM** International Business  
Retail Management

**EXCELLENT PLACEMENT RECORD OF 2010**  
Average Salary Package  
**Rs. 5 lakhs /annum**

## 2. BRIEF PROFILE OF CRTD

### CRTD: The Center for Corporate excellence

#### **CRTD:**

The centre for corporate research training and development (CRTD), Bangalore is a nonprofit management consultancy and corporate training devoted for corporate, public enterprises and government departments. CRTD conducted 9000+ Man days Training and executed HR Consultancy Assignments for Companies and government. It has developed linkages with public enterprises, government and multinationals.

**Prof K S Bhat** is a founder director. CRTD and former Senior Professor, ASCI (Strategic Management) & Former Director, IPE, Hyderabad. Prof Bhat was associated with research assignments on restructuring of public enterprises, consultancy assignments sponsored by APDAC, UNDP, GOI and public enterprises, He has Three decades of experience in MBA teaching and corporate training.

**Prof B.Supraja**, MS (USA), Head, CRTD, Hyderabad Centre.

Prof B.Supraja has rich experience in research and training, it is through her vast experience and exposure as Management Consultant and Trainer, CRTD has successfully conducted in tune with the Changing Business Scenario.

# **3. PROGRAM OVERVIEW**

**"Enhancing Personal & Professional Effectiveness is about managing interviews more effectively and efficiently. It is about getting the best out of people when students are required to do more with less, without resorting to traditional authority structures and hierarchies." is a highly interactive and experientially-based program designed to provide participants with a deeper insight into their own personal style.**

**The program aims to assist students in developing the skills to enhance their capacity as a leader, while effectively motivating himself in the interviews, For performance achieving results in competitive world placements.**

**The Enhancing Personal & Professional Effectiveness program uses the Instrument, which is completed by the participant and several colleagues prior to the program. The results of this instrument are then fully explored, debriefed during the program, providing the opportunity to benchmark individual styles against an international database of executives.**

**These results and other information generated during the program are used to develop a personal action plan for the participant. The program has a substantial experiential component and uses outdoor exercises, group Discussion, syndicate work and simulations, as well as interactive teaching methods to focus on skill development interview skills and counseling.**

**Mock Interview exercises are recorded on video and evening sessions are used to review these exercises and distil the learning.**

**Participants on Enhancing personal & Professional Effectiveness will gain:**

- **A deeper understanding of their approach to leadership;**
- **An increased awareness of their management style, strengths and weaknesses;**
- **A practical action plan for developing and improving their personal and professional effectiveness;**
- **An understanding of how and what of interview and GD function and why some are more successful than others are; • a knowledge of how to enhance communication on the interview, particularly the giving and receiving of feedback and influencing others; and how to work effectively in a team environment.**

**The learning from the program is more easily transferred back to the campus interviews; participants can use the program as a common reference point when problems need resolving; and the program can form a basis for a change in corporate culture.**

**Five DAYS PROGRAMME**  
**ON**  
**“CARRERE COUNSELING AND**  
**SOFT SKILLS”**

**TENTATIVE SCHEDULE**



## DAY-I: CAREER COUNSELING

<b>TIMINGS</b>	<b>SESSION</b>
<b>09.00 AM – 09.30 AM</b>	<b>About the Programme Ice Breaking</b>
<b>09.30 AM – 11.00 AM</b>	<b>Understanding Self Exercise: Thinking pattern</b>
<b>11.00 AM – 11.15 AM</b>	<b>Tea Break</b>
<b>11.15 AM – 01.00 PM</b>	<b>Career Planning : Job opportunities</b>
<b>01.0 PM – 02.15 PM</b>	<b>Lunch Break</b>
<b>02.15 PM – 03.30 PM</b>	<b>Time Management</b>
<b>03.45 PM – 05.30 PM</b>	<b>Group Exercise</b>

## DAY-II: SOFT SKILLS

<b>TIMINGS</b>	<b>SESSION</b>
<b>09.00 AM – 11.00 AM</b>	<b>Communication skills</b>
<b>11.00 AM – 11.15 AM</b>	<b>Tea Break</b>
<b>11.15 AM – 01.00 PM</b>	<b>Presentation &amp; Business Communication Skills</b>
<b>01.00 PM – 02.00 PM</b>	<b>Lunch Break</b>
<b>02.00 PM – 03.00 PM</b>	<b>Interpersonal &amp; Team Skills Personal Effectiveness Skills</b>
<b>03.00 PM – 05.00 PM</b>	<b>Effective Communication : Giving and receiving feedback and influencing without authority.</b>

**DAY-III:**  
**PERSONALITY DEVELOPMENT**

<b>TIMINGS</b>	<b>SESSION</b>
<b>09.00 AM – 11.00 AM</b>	<b>Personality Instruments</b>
<b>11.00 AM – 11.15 AM</b>	<b>Tea Break</b>
<b>11.15 AM – 01.00 PM</b>	<b>Leadership</b>
<b>01.00 PM – 02.00 PM</b>	<b>Lunch Break</b>
<b>02.00 PM – 03.00 PM</b>	<b>Group Dynamics and Team Building</b>
<b>03.00 PM – 05.00 PM</b>	<b>Motivation</b>

**DAY-IV:**  
**QUNTATIVE TECHNIQUES**

<b>TIMINGS</b>	<b>SESSION</b>
<b>09.00 AM – 11.00 AM</b>	<b>Arithmetic Ability</b>
<b>11.00 AM – 11.15 AM</b>	<b>Tea Break</b>
<b>11.15 AM – 01.00 PM</b>	<b>Arithmetic Ability</b>
<b>01.00 PM – 02.00 PM</b>	<b>Lunch Break</b>
<b>02.00 PM – 03.00 PM</b>	<b>Logical Reasoning</b>
<b>03.00 PM – 05.00 PM</b>	<b>Solving Previous question papers of different IT Companies</b>

**DAY-IV:**  
**INTERVIEW SKILLS**

<b>TIMINGS</b>	<b>SESSION</b>
<b>09.00 AM – 11.00 AM</b>	<b>CV Preparation Statement of Intent</b>
<b>11.00 AM – 11.15 AM</b>	<b>Tea Break</b>
<b>11.15 AM – 01.00 PM</b>	<b>Group Discussions</b>
<b>01.00 PM – 02.00 PM</b>	<b>Lunch Break</b>
<b>02.00 PM – 03.00 PM</b>	<b>Interview Skills</b>
<b>03.00 PM – 05.00 PM</b>	<b>Mock Interviews</b>

## **WHO SHOULD ATTEND**

Students from all streams will benefit from attending the Career Counseling & Soft Skills program. The program will be of particular value for 3<sup>rd</sup> Year and 4th year students whose activities, decisions and Communication affects their placements, such as:

1. Those responsible for influencing interview committee in the placements;
2. Specialists and professional managers who need to balance their technical competence with high level soft skills.

## **PROGRAM DURATION: Five Days.**

## **METHODOLOGY:**

The training techniques used will include

- Exercises
- Case studies
- Self-assessment inventories
- Group discussion
- Audio-visual presentations

## **FINANCIAL DETAILS:**

Professional charges would be Rs.10,000/- per day for two faculty members. In each batch around 60 students will be taken for effective presentation Transport and Boarding and Lodging charges may be provided for faculty members.

For Inaugural and Panel discussion, Corporate leaders may be invited, The transport and Gifts may be arranged depending on the requirement. One set of hard copy will be provided; required material may be made available.

## **CORE FACULTY:**

- Prof K S Bhat ,Director, CRTD, Strategic Management
- Prof P Rajendra Meher, Programme Director, Finance & Strategy CRTD
- Prof.B. Supraja Reddy ,Knowledge Management and Business Development
- Dr C Vijay Kumar, Former GM, NTPC, IR and OB
- Dr BD Tripathi, OB, Programme Director, MANAGE
- Dr Manjunath Hegde, Strategic Management, IIMA
- Dr Uday Kumar Reddy, Stress Management
- Dr Vijayashree, OB, Consultant ant
- Dr Jayashree, Marketing and HRD
- Dr Vjetha, HR and Finance
- Dr Satyanarayana, TQM and Strategic Marketing
- Dr Satyavikram, Finance and Networking
- Smt. Srisha Reddy GM(HR), Future Group
- Dr B N R Rao, HR & IR
- Shri Chandrakanth Sharma, M Tech, IIT Karaghpur, former CGM, SCCL
- Shri. Venkat Vishwanath HR – Dr Reddy’s
- Smt. Harinika .K , HR – Deloitte
- Shri. Rohit, HR - TCS
- Prof. B. Sandeep Reddy, MS USA, General Management & IT
- Prof. Harsha Sammidi, BTech, PGDM (HR, Soft Skills)
- Dr Praveen, Marketing and Strategic Management
- Dr Raju,International Business and Retailing

## **CONTACT DETAILS FOR THE PROGRAMME:**



**Dr B Ratan Reddy, Phd(Mgt)**

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