



ONLINE CAPACITY BUILDING PROGRAM BEHAVIOURAL SKILLS FOR PROFESSIONAL EXCELLENCE

23 - 26 November 2021

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U.P. Skill Development Mission
उत्तर प्रदेश कौशल विकास मिशन



**The National Institute for
Entrepreneurship and Small
Business Development (NIESBUD)**
Ministry of Skill Development and
Entrepreneurship, Govt. of India

INTRODUCTION



Employability is a serious concern of the Government. To address this, the government is aiming to bridge the gap of employment by bringing out schemes that provide skill training to prepare workers to be able to participate in what is perceived as a dynamic and transforming labor market, as in the new economy of rapid technological change and increasing business complexity, organizations are striving for engaging quality human capital. They want competent people, who have both technical and behavioral skills.

Youth are the future of the nation. Having a competent and empowered youth who can either become value creating entrepreneurs or employees is a necessity to secure the development of the economy.

Given that two people have equal domain - technical knowledge, what is it that distinguishes one employee from another? It is their behavior at work! One cannot overlook the fact that the role of human behavior is a crucial factor for the performance and success of any organization as behavioral skills impact how a person views themselves and their surroundings. Good behavioral skills lead to a healthy understanding of roles, responsibilities, and team culture.

Behavioral skills are like soft skills—intangible, subtle skills that can be learned over time.

Understanding the urgent need for Behavioural skills training which helps manage optimal human behavior for better work performance, NIESBUD in collaboration with Uttar Pradesh Skill Development Mission has designed a programme to impart knowledge on the most critical behavioral skills for professional excellence titled—“Capacity Building Programme – Behavioral skills for Professional excellence” to the trainees of the UP Skill Development Mission & the Govt. ITIs of UP.

The training program involves a blend of skills needed in Personal, inter personal and organizational effectiveness.

PROGRAM APPROACH



TO IMPART KNOWLEDGE ON CRITICAL BEHAVIOURAL

ONLINE MODE

4 DAYS

12 Hours

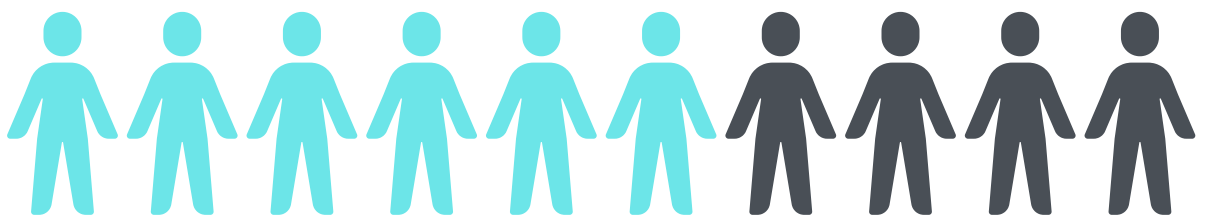
PROGRAM OBJECTIVES

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- To understand and appreciate the relevance of Behavioral Competencies under the changed and developing working scenario
- To enhance self-awareness of participants, to recognize strengths, creative potential to improve personal efficacy
- To learn the art and science of selecting working methods, styles and procedures of modern management
- To facilitate participants to evaluate their approach to their work and to impart knowledge of skills to improve their role efficacy
- To impart knowledge of critical interpersonal behavioral skills for professional excellence
- To inculcate and initiate Team Building processes and Leadership.

COURSE CONTENTS

- ***Micro Lab***
- ***Overview of Behavioral Skills of a Valued Employee***
- ***Enhancing Personal Efficacy***
- ***Developing Effective Communication Skills***
- ***Enhancing Active Listening Skills***
- ***Creativity in Decision Making & Problem Solving***
- ***Building a Resilient Self***
- ***Staying Productive***
- ***Building healthy interpersonal relationships***
- ***Developing Team Spirit***
- ***Role Efficacy***
- ***Self Analysis***
- ***Achievement Motivation***
- ***Risk Taking Behavior***





PROGRAM SCHEDULE

Date	Session	Time	Topic
23.11.2021		11.00 AM – 11.05 AM	Program Inaugural Address & Program Overview
	I	11.05 AM – 12.00 PM	Micro Lab
	II	12.00 PM – 1.00 PM	Overview of Behavioural Skills of a Valued Employee
		1.00 PM – 1.30 PM	Break
	III	1.30 PM – 2.30 PM	Enhancing Personal Efficacy
24.11.2021	I	11.00 AM – 12.00 PM	Developing Effective Communication Skills
		12.00 PM – 12.30 PM	Break
	II	12.30 PM – 1.30 PM	Enhancing Active Listening Skills
25.11.2021	I	11.00 AM – 12.00 PM	Building a Resilient Self
	II	12.00 PM – 1.00 PM	Creativity in Decision Making & Problem Solving
		1.00 PM – 1.30 PM	Break
	III	1.30 PM – 2.30	Staying Productive
26.11.2021	I	11.00 AM – 12.00 PM	Building healthy interpersonal relationships
	II	12.00 PM – 1.00 PM	Role Efficacy
		1.00 PM – 1.30 PM	Break
	III	1.30 PM – 2.30 PM	Developing Team Spirit
		2.30 PM – 3.00 PM	Feedback and Valedictory

ABOUT THE INSTITUTE



The National Institute for Entrepreneurship and Small Business Development is a premier organization of the Ministry of Skill Development and Entrepreneurship, engaged in training, consultancy, research, etc. in order to promote entrepreneurship and Skill Development. The major activities of the Institute include Training of Trainers, Management Development Programmes, Entrepreneurship-cum-Skill Development Programmes, Entrepreneurship Development Programmes and Cluster Intervention.

PARTICIPANTS NOMINATED BY UPSDM CAN ONLY PARTICIPATE IN THE PROGRAM

Other Participants wishing to participate in the programme need to pay Rs. 2500 + GST (18%) as programme fee.

FOR DETAILS CONTACT

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