

2014



An ISO 9001:2008 Certified Company

Adroit Learning & Manpower Pvt. Ltd

Training Brochure





ADROIT: AN OVERVIEW

Adroit Learning and manpower Pvt. Ltd started off in 2004 in Ahmadabad. At present we have our presence in Delhi .

Adroit began as a small venture and took off swiftly. Very dexterously every Adroit Hand has worked towards making a mark in the extremely competitive market of Training and Recruitment. Adroit employs utmost methodical and proven process for selection and recruitment. In a very short time we have been able to accumulate a client list of 60 + Companies. And with our perseverance and quality standards we will

Seeking New Horizons forever

Our Team and Infrastructure

Today we have a plush office of 1000 sq. feet, in one of the business hubs in Ahmadabad. We are equipped with powerful integrated recruitment technologies and have a staff of 20+ working as Business development officer, High profile trainers, Training coordinators and administration officer. Additionally, all our trainers are experts in their core areas and bring extensive industry experience with them. We can provide trainings at pan India level and overseas also.

In an endeavor to be closer to our clients, we have broadened our horizons and have offices in:

Delhi

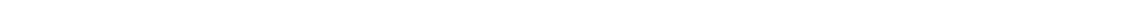


Training @ Adroit.....

ranges from Executive Coaching and Leadership Development to basic Communication Skills. The training wing is taken care by Ms. Mandeep K. Kochhar. She is also the Co director of Adroit

Learning & Manpower Pvt. Ltd. Her forte in training is: Communication skills, Business elegance and protocol, Presentation skills, Team Work, Business English & Outbound training. The Team of trainers consists of other experts who are Qualified Doctors, Psychologists, Industry experts, Six sigma master trainers, Core HR & OD experts.

We conduct onsite and offsite trainings depending on the need of the client.





Modules we offer

- [ABC of Image™](#)– Appearance, Behavior and Communication of Image
- [ASAP™](#) – Adroit Soft-skills and Accent-reduction Program
- [ACE™](#)– Adroit Communication Effectiveness
- [Adroit's Reinvention Studio™](#)

Soft Skills

Functional Trainings

Outbound Trainings




Soft skills


- Supervisory development program
- Managerial effectiveness




- Customized Induction programs
- personal & Professional effectiveness




- Leadership module
- Team Building
- NLP perspectives for YOU




- Attitudinal Revitalization
- Creativity & Problem solving



- I care 4 U (Customer service Module)
- Time management
- Goal Setting



- Stress management
- Change management



Communication skills

Presentation skills

Business English (TESOL methodology)

Corporate elegance and Protocol

Conflict Management

Directive communication



Functional Training



Sales training



Six sigma



Project Management



Call center training



IT training



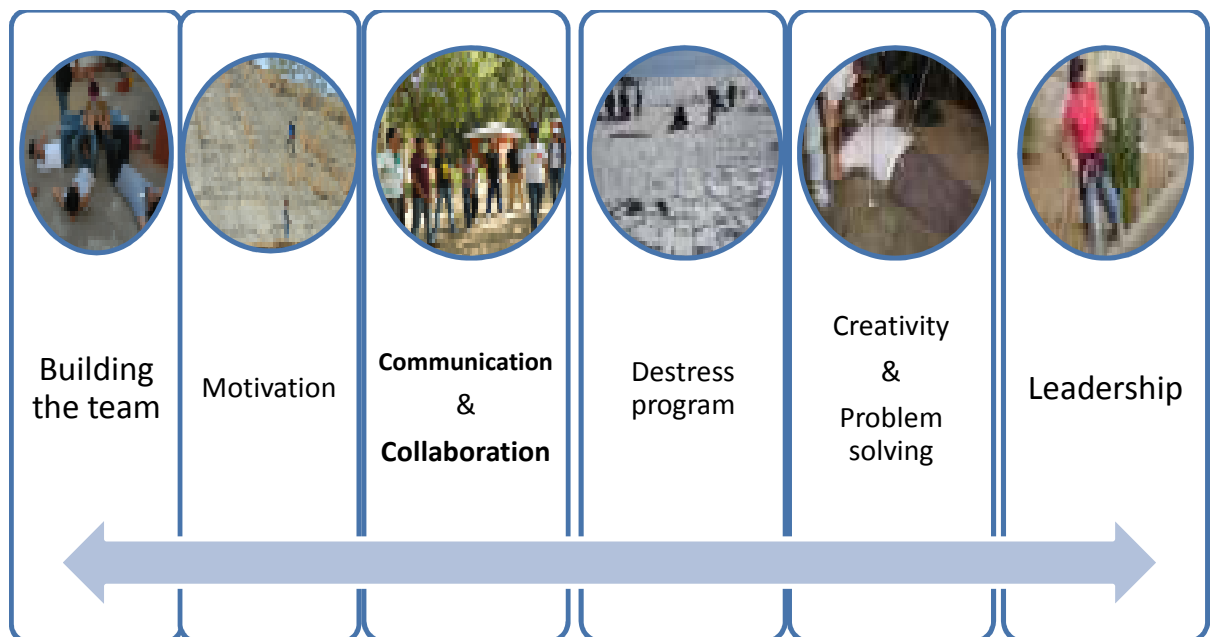
Retail Training



Outbound training



An experience of Adventure in wilderness, hills, mountains, snow and river and a range of management games. We conduct adventure activities like Rock Climbing, rappeling, Para sailing, para gliding, Water rafting, trekking, tiger lift, River crossing, Jungle safari, Camping and *Sky Diving*





OD Interventions



- Competency mapping
- Assessment/Development centre
- **Strategic Leadership Development, Organization Restructuring, Succession Planning.**
- Supervisory development programs
- Managerial development programs
- Appreciative Enquiry
- Balanced Scorecard
- Implementing Performance Management Systems

A Range of Psychometric tools like :

- ▶ MBTI, Firo B, 16 PF, Belbin Team roles,
- ▶ LEAD Scale- Leadership Style & Effectiveness Scale
- ▶ LCI- Locus of Control Inventory
- ▶ Sosie- A personality traits, interpersonal and personal values and motivators tool, one of the few tools to have Indian norms.
- ▶ Watson & Glaser –II- A critical/strategic thinking tool that come with individual specific developmental plan, one the few of tools to have Indian norms.



Our Methodology

Customized Deliverables are based on:

- The profile of the participants
- The objective of the program
- The products/services of the organization



CLIENTS

Our core objective is to make the best matches between client's objectives for the training and our perception, expertise and deliverance. We Endeavour to build long-lasting relationships. We aspire to tie up for long term projects, need based trainings & induction training.

Adroit's Few Premium Clients at a Glance





ADROIT LEARNING & MANPOWER PVT. LTD.

Registered Office:

Office no.6, Second floor, Oxford tower (commercial), Opp. Shilp Complex, Gurukul road, Memnager, Ahmedabad-380052, Gujarat, India

Ms. Mandeep Kochhar (Director – Training & BD)
Mobile: +91 9898059330, mandeep@adroitnaukri.com,

Mr.Sarabjit Singh (Director – Operations)
Mobile: +91 9825430280, 8460704979 sarabjit@adroitnaukri.com

PH, 079-40056331, 65231234, 65231231 to 38 Fax: Dial 30126330: extention.216 www.adroitnaukri.com
www.adroittrainers.in

DELHI OFFICE:

Ms.Tej Kochhar Mutneja
Centre Manager