



Dr.S.G.Bapat & Associates

Professional Trainers

'Vijigeesha', 17, Prashant Nagar,
Navi Peth, Pune 411 030.

Telefax : 020-2453 9701

Mobile : 98814 68504

E' mail : training@sgbapat.com

shrikrishn.bapat@gmail.com

Website : www.sgbapat.com

Date : **Oct. 25, 2010**

Programmes in November, 2010

To,

All the HRD Managers

In view of the growing need for **Public Programmes**, we are organising following useful **Training Programmes** [**Full Days 10.00 a.m. to 5.00 p.m.**]

Fees
Rs.

[A] At Hotel Blue Diamond, Pune 1 :

- | | | |
|-----|---|----------|
| [1] | N.L.P. (Neuro Linguistic Programming)
on 24 th November, 2010 at Hotel Taj Blue Diamond
Faculty : Ms Ravibala Kakatkar | 2,500.00 |
| [2] | M.B.T.I. [Meyer and Briggs Type Indicator]
on 25 th November, 2010 at Hotel Taj Blue Diamond
Faculty : Ms Parimal Chaudhari | 2,500.00 |

[B] At Mahratta Chamber, Tilak Road, Pune.

- | | | |
|-----|--|----------|
| [3] | Power of Power Point Presentations
on 26 th November, 2010 at Mahratta Chamber,
Tilak Road, Pune 2.
Faculty : Ms Ulka Raut & Sunita Bansdawala | 1,500.00 |
| [4] | Personality Development
on 27 th November, 2010 at Mahratta Chamber,
Tilak Road, Pune 2.
Faculty : Dr.S.G.Bapat & Dr.Rashmi Hebalkar | 1,500.00 |
| [5] | Super Habits of Dasbodh
on 28 th November, 2010 at Mahratta Chamber,
Tilak Road, Pune 2.
Faculty : Mr.Shriniwas Rairikar | 1,500.00 |
| [6] | Power of Teams
on 29 th November, 2010 at Mahratta Chamber,
Tilak Road, Pune 2.
Faculty : Dr.S.G.Bapat & Mr.S.G.Apte | 1,500.00 |

You are welcome to nominate suitable candidates for the above programmes [Details enclosed]. Cheques in the name of "**Dr.S.G.Bapat & Associates**".

We are also enclosing our folder of Forum for Business Ethics. We are sure, you will like to join Do let us know. [Join as individual/institutional member].

We are proud of the fact that we are conducting various training programmes for ARAI, Taco Learning Centre, Pune, Shriram Foundry, Kolhapur, American Axle Manufacturing, Pune etc. on regular basis.

Wish you **Happy Deepavali 2010 !**

Looking forward to your participation,

Yours sincerely,

Dr. S. G. Bapat

Lead Faculty



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Date : **Oct. 25, 2010**

Full Day Program on NLP

- Objective : NLP is the fastest way to change human behaviour -
- * To use language of communication with the Inside and Outside World !
 - * To get rid of Past Mental Baggages.
 - * To overcome unknown fears and phobias
 - * To enhance self esteem
 - * To overcome limiting beliefs and creating new ones.
 - * To learn to effectively use all our six senses
 - * For Personal Effectiveness and Empowering Yourself.
 - * To learn to speak other's language to win hearts and for better marketing.
- Contents : Contents of the NLP [Neuro Linguistic Programming] Course
- * What is NLP ? - Introduction of the Concept
 - * Presuppositions of NLP
 - * Introduction to Five Modalities/Senses
 - * How to get rid of our past Mental Baggages ?
 - * Breaking Limiting beliefs and creating new ones
 - * Visualization Technique and its importance in Life
 - * Dealing with Fears & Phobias
 - * Overcoming unknown fears ?
 - * Empowering for our Future
 - * Circle of Excellence
 - * Importance of Anchoring in Life
 - * How to set and fire an Anchor ?
 - * Affirmations and its Importance
 - * How to form our own Affirmations
 - * How to enhance your self-esteem
- Who Can Attend ? : Professionals, Students, Teachers, Homemakers, Executives, Each and Everyone !
- Venue : **Hotel Taj Blue Diamond**, Pune 411 001.
- Day/Date/Time : **Wednesday 24th November, 2010 / 10.00 a.m. - 5.00 p.m.**
- Fees : Rs. 2,500/- Per Participants
[Team of Five can join @ Rs. 10,000/- per Team]
- Meet the Faculty : **Ms Ravibala Kakatkar**
Freelance Journalist and Soft Skills Trainer
Trainer & Master Practitioner of NLP

Continue .. [2]

Meet the Faculty : **Ms Ravibala Kakatkar**
Freelance Journalist and Soft Skills Trainer
Trainer & Master Practitioner of NLP
[Neuro Linguistic Programming] from NFNLP-USA,
Transactional Analysis, M.A. Literature, Diploma- Journalism
& Diploma - IT of C-DAC
Worked with Sales Office of Cummins India Ltd., Erandawane
(CDSS) for 20 years, as Manager Facilities.
Visiting Faculty for : Yashada, MITCON, Chanakya Mandal,
Corporate Houses, Pune University, Yashwantrao Open University,
Farmers, Bachat Gats of Women, Mukangan De Addict Centre,
N.G.Os MBA Students.
First in Journalism Course in Pune Centre.
Published more than 200 Articles till date, in leading Newspapers
and Magazines.
First Maharashtrian Woman Skydiver, Keen Trekker
"MRS PUNE" for the Year 2009.

Registration on : **training@sgbapat.com./shrikrishn.bapat@gmail.com**

Contact : **Ms.Madhuri** : 020-2453 3931 / M : 97644 61567
Ms.Sangeeta : M : 94220 31995

Yours sincerely,
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Lead Faculty



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Date : **Oct. 25, 2010**

Full Day Program on MBTI

[Useful tool for Interpersonal Relations]

- Objective :
- What is Meyer and Briggs Type Indicator [MBTI] ? :
 - * MBTI was a psychometric tool evolved by two women - Katherine Meyer and Isabel Briggs (a mother and daughter team) in the mid fifties, in the United States, based on the psychological theories developed by the famous Swiss Psychiatrist Carl Jung about **Personality Type**.
 - * The theory focuses on how human beings **perceive** information and later **process** this perceived information based on the "type" they are born with. **Type** is therefore, an innate template with which human beings interact with the outer world.
 - * Supported by these basic assumptions, Meyer and Briggs further expanded Jung's work and arrived at **sixteen** fundamental templates into which the entire humanity can be categorized. Simple though it may apparently appear, it has been proved to offer a reasonably predictive index of human behaviour.
 - * The MBTI as a psychometric tool has today developed to its present stage after almost fifty-five years of consistent work and refinement to suit the changing needs of people in the world. There is massive data to support its successful application in various fields. It finds huge and wide following in its application in organizations and corporations, in educational settings, in guidance and counselling of marriages and career, and in other multicultural settings as well.
 - * Unlike other psychological tools MBTI **does not measure** any skill or capability but it **indicates** the basic makeup of people. It therefore is called as an **Indicator** or termed as **Personal Inventory**. It deals with the four fundamental dimensions of human personality :
 - * How we take in information
 - * How we make decisions
 - * How we gain energy
 - * How we orient ourselves to the external world.
- Contents :
- What can you expect as an outcome of an MBTI Workshop :
 - Learn what is your **Type** and know other aspects of that Type. Know what **Distinctive Quality** you possess as a person.
 - Learn how Types other than your own, though different, can **Interact** successfully to achieve better results.
 - **Predict** what Type the other person is and know well in advance what to expect out of that interaction.
 - Use the knowledge of Types to enhance the **Quality** of work life and official interactions.
 - Be able to chart out a life course for **Career Transitions And/Or Directions** to add quality to years ahead.

Continue ... [2]

- Use the knowledge of Types to enhance the **Quality** of family and social **Interactions**.

Use of MBTI in India :

- ★ Over the past decade or so, approximately over a 1,000 people have been qualified in India as MBTI Trainers after completing a vigorous training workshop and exam. set up by the CPP, USA. But most of these Trainers operate in the Corporate settings to achieve the objectives laid out by their respective organizations. Very few are 'Open Domain' Programs.

- Venue : **Hotel Taj Blue Diamond**, Pune 411 001.
- Day/Date/Time : **Thursday 25th November, 2010 / 10.00 a.m. - 5.00 p.m.**
- Fees : Rs. 2,500/- Per Participants
[Team of Five can join @ Rs. 10,000/- per Team]
- Meet the Faculty : **Ms Parimal Chaudhari**
- ◆ As a **Journalist**, she worked for the Business India Group of Magazines.
 - ◆ As an **Academician**, she taught at the Department of Communications and Journalism at the Pune University for six years. her course for teaching including writing for print and television media apart from teaching communications theory and research methods.
 - ◆ In her Corporate Persona, she presently is one of the **Directors** of Praj Industries Ltd.
 - ◆ As the **Managing Trustee** of Praj Foundation, she looks after the Corporate CSR activities. To develop and execute projects that relate to the environmental sustainability issues in Pune City.
 - ◆ Her media company, **Turtle Communications** has completed a set of Film on the social and environmental issues, management films ; educational films and "event" films.
 - ◆ Her formal education includes a B.A. in English language ; a Post-Grade Degree in Journalism and Communications ; an integrated Masters Degree in Sociology, Economics, politics and Philosophy and an MS in TV, Radio and Films.
 - ◆ En route she has been awarded the **Rotary Fellowship** for Group Study Exchange program to study media institutions in Austria, Germany and the erstwhile Czechoslovakia.
 - ◆ As a recipient of **Fulbright Fellowship**, she has acquired her M.S. at Syracuse University, New York, U.S.A.
 - ◆ She has also completed core courses in creative writing at **Cambridge University**, at Cambridge, U.K.
 - ◆ Presently she also conducts workshops for Myers and Briggs Type Indicator (MBTI), a psychometric tool evolved in the US ; and thinking and creativity skills of Edward De bono. She has co-author the book " **As Is What Is** ".

Registration on : **training@sgbapat.com./shrikrishn.bapat@gmail.com**

Contact : **Ms.Madhuri** : 020-2453 3931 / M : 97644 61567
Ms.Sangeeta : M : 94220 31995

Yours sincerely,
Dr. S.G. Bapat
Lead Faculty



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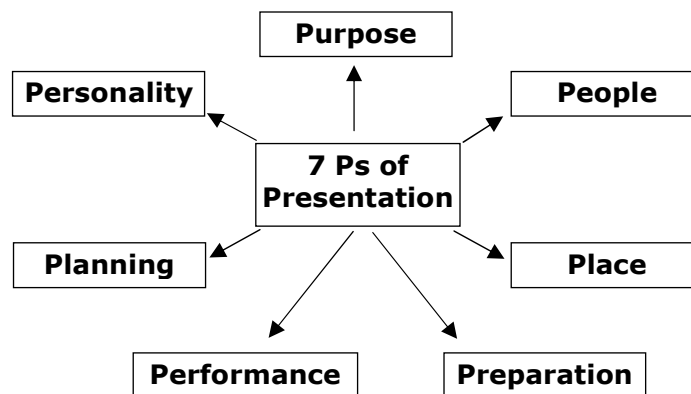
Website : www.sgbapat.com

Date : **Oct. 25, 2010**

Full Day Programme on Power of Presentation

Objective : **Objectives of the Program :**
In today's competitive world, it is not only the **education or knowledge** that matters, but, how we portray or present ourselves, how we interact with people, and how we effectively plan our priorities, **will determine success.**
In this workshop we will be covering the **key effects** which will effectively hone an individual's personality while **presenting** especially with **power point presentations.** In addition, this will also help in understanding the finer aspects of communication and corporate etiquettes or to deal with the audience or the customers as well by building certain level of confidence within.

Contents : **How to develop a Power Presentation ?**



- ★ Presenting Oneself - with an introduction
- ★ **7 Ps of Presentation in detail.**
- ★ Communication Skills for a Winning Presentation
- ★ Voice Modulation, Body Language
- ★ How to hold and catch audience's attention
- ★ Effective Use of Visual Aids
- ★ Team Activities for Presentation & Games
- ★ Overcoming Stage Fright-building Confidence
- ★ Challenges in Delivering a Presentation
- ★ Handling Technology Failures & Questions
- ★ Time Management
- ★ Stress Management

Who Should Attend ? : Presentation is required in **each and every field** these days, whether it is for -

- College Students to present their Projects
- Corporate in Sales & Marketing.
- Finance for presenting their projects.
- Trainers-in offices.
- Insurance Agents to do Presentations.
- Spiritual Leaders Presentation.
- Engineers or Architects to present their plan. Continue [2]

- Doctors and Medical representatives to present in-house conferences.
- Professors in their lectures.
- Businessmen to present their products and services in detail.

- Venue : **Ogale Hall**
Mahratta Chamber of Commerce (MCCIA)
Tilak Road, Pune 411 002.
- Day/Date/Time : **Friday 26th November, 2010 / 10.00 a.m. - 5.00 p.m.**
- Fees : Rs. 1,500/- Per Participants
[Team of Three can join @ Rs. 4,000/- per Team]
- Meet the Faculty : **Ms. Ulka Raut**
- * **Ulka** has several years of experience in the Corporate World. Her last stint was with HDFC Ltd.
 - * She has trained more than 5,000 candidates under soft skills and behavioural who are currently working at leading call centers like JP Morgan, 3G, Customer One, and Corporate and MNC like Kotak Bank, Rabo Bank, P.N.Writers, Barbar Shipping Management, TCS, ADFC, Radiant Hospitality Services and many more.
 - * Ulka has accomplished a successful workshop from **Ms.Sabira Merchant** on Corporate Grooming and Finesses. Ulka has a niche in conducting workshops on Leadership, Sales and Marketing, Time Mngement, Stress Management, Business Etiquette and make-over.
 - * Her core strength lies in understanding the performance and effectiveness of corporate employees by empowering them through various training programs.
- Ms. Sunita Bansdawala**
- * **Sunita** has completed her education in 1998 with the University of Cambridge, United Kingdom. She is originally from Zimbabwe and qualified as a Trainer in Malaysia.
 - * Her previous employment was with United Nations - World Health Organisation (WHO) and many other firms as an Executive.
 - * **Sunita** has an expertise in conducting workshops on Communication Skills, Sales and Marketing, Teambuilding, Customer Care, Voice and Accent, Personality Development and business Etiquette.
 - * She has an aspiration and zeal to connect people to the necessities of a realistic and empowering corporate world. As a result, she has successfully trained junior, middle and senior delegates from various organizations.
 - * Her core strength lies in her ability to empathize and respond to people needs which allows her to instantly connect with her audience.

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Date : **Oct. 25, 2010**

Training Program on Personality Development [For Ambitious Corporates]

Objective : **To Sharpen your Skills**

Day/Date/Time : **Saturday 27th November, 2010 / 10.00 a.m. - 5.00 p.m.**

Venue : **Ogale Hall**
Maharatta Chamber of Commerce (MCCIA)
Tilak Road, Pune 411 002.

Contents : 1. Understanding Self
2. Deciding our Life Goal
3. Managing Time
4. Managing Relationships
5. Presentations Skills

Meet the Faculty : **Dr.S.G.Bapat :**

An educator and Trainer. Taught DBM, MBA, and M.Com. students for more than 30 years. Guides Ph.D. students in Commerce and Management. Trained by APO/ILO at **Singapore**. Participated in National and International Conventions in New Delhi, Mumbai, Vishakhapattanam, Chennai, **Bangkok** and **Singapore**. He was **awarded Best Commerce Teacher Award** in Maharashtra. Also **John Dalvi Award** for **Outstanding Social Work**. **I.S.T.D. awarded "Fellowship" in National convention at Hyderabad.**

Written and Edited number of books. Recent Publications are :
“व्यवस्थापन विद्येचे शिल्पकार”, “व्यक्तिमत्व विकास : भाग १,२ व ३” Twenty
First Century Management Perspectives, New Dimensions in Super
VISION etc., मराठी अनुवाद “विनर्स नेव्हर चीट”.

At present, Regional Vice President, I.S.T.D., Hon. Dean of Education Faculty, Tilak Maharashtra University. He founded Dr.S.G.Bapat & Associates for conducting Training Programmes for Industry.

Dr.Rashmi Hebalkar :

Dr.Rashmi Hebalkar is an educator and trainer. She did her Ph.D. in QCS - Total quality Management. She has conducted more than 200 programmes for various Corporates. Her recent publication “घ्या भरारी” is very popular for Personality Development. She has been awarded by Air India with "**BOLT**" Award [Broad Outlook Learner Teacher].

She specializes in **Designing** and **Writing Training Modules** for **Govt.** and **Corporates.**

Continue ... [2]

[2]

Methods : Lectures, Presentations, Case Studies, Video CDs, Games and Discussions.

Fees : Rs. 1,500/- Per Participants
[Team of Three can join @ Rs. 4,000/- per Team]

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Contact : **Ms.Madhuri** : 020-2453 3931 / M : 97644 61567
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Group size is limited - Please book your seats immediately

Cheque in the name of "**Dr.S.G.Bapat & Associates**"

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Date : **Oct. 25, 2010**

**Full Day Workshop in Marathi on
Super Habits of DASBODH for
" Positive Work Culture, Self Development & Leadership "
[Useful for Staff / Workmen / Supervisors / Managers]
व्यक्तीविकास करणारा उपयुक्त प्रशिक्षण वर्ग (मराठीमधून)**

Objective : The objective of this workshop is to initiate mindset change for Positive Work Culture, Ideal Employeehood and Leadership. Also, it creates attitudinal change for positive work culture and self-development for better personal and working life and opens new avenues for further development and growth.

In this workshop, a detailed psychological process is carried out very effectively with the help of **Dasbodh teachings** and actual exercises for self-introspection and Analysis are given. Actual experience/feedback of participants in more than 150 programmes reveals that they analyse very effectively, strengths and weaknesses of their individual personality, habits, nature, working habits, managerial effectiveness, knowledge, teamwork/team-building, and their behavioural habits/traits at work-place and in their personal/family life. Further, they voluntarily commit themselves, very strongly for changing their negative habits/behaviour/traits and prepare an Action Plan for the same. One of the study of the feedback of this programme after three months shows that the participants have actually transformed themselves by leaving bad habits and inculcating many good habits.

Contents : A. **Introspection (आत्मपरिक्षण) & Self Analysis for Mindset Change & Changing Negative Habits** : Finding out our own qualities and deficiencies/areas of improvement based on "Murkh Lakshane/Padhat Murkh Lakshane" etc. (Supported by Lessons, Interaction and Exercises on Introspection).
B. **Working Hard & Working Smart** : Understanding good habits at work-place and giving commitment for better work-culture and continuous learning.
C. **Team Work** : Helping others at work place / in family / Society.
D. **Managerial Effectiveness / Leadership Qualities** :
E. **Inter Personal Skills** : Maintaining good relationships at workplace and personal life.
F. **Stress Management** : through **DASBODH** teachings/meditation.

Day/Date/Time : **Sunday 28th November, 2010 / 10.00 a.m. - 5.00 p.m.**

Venue : **Ogale Hall**
Maharatta Chamber of Commerce (MCCIA)
Tilak Road, Pune 411 002.

Continue .. [2]

Meet the Faculty : **Mr. Shrinivas Rairikar**, Senior Director, MCCIA :
 Mr. Shrinivas Rairikar is Masters in Commerce and Personnel Management with Law Degree. He is also the Lead Auditor for ISO 9001. He is the recipient of two international scholarships from **Japan** to Study Labour Management and HRD concepts under which he was trained in Japan in 1989 and 1994. He has travelled to **Russia, European Countries, Pakistan, Japan, Singapore** and **Tunisia** on study tours. He has been working in Mahratta Chamber of Commerce, Industries and Agriculture for last 25 years. He is visiting faculty for several Management Institutes for last 14 years for MBA, MPM, MMS and DBM. He has authored MCCIA's two important publications viz. Wage Scales and Service Conditions of Industries in Pune and Voluntary Retirement Schemes from India. He is an expert in paintings, singing, poetry and meditation. In the field of spirituality from 1972 onwards, and has practical experience of thousands of hours of Meditational practices.

Mr. Rairikar has done a deep study on the topics of workshops for the last few years and has delivered about 700 programmes on the same at several places for Workers, Executives, Managers and General Public. He has addressed Pune Management Association, a few Co-op. Banks, Management Institutes, Engineering Colleges etc. and many eminent companies like Tata Motors, Cummins India, Century Enka, Garware Wall Ropes, Tata Yazaki, Finolex Industries etc. He has conducted Fully Day/Half Day Workshops for Workers/Staff/Executives at Cummins India Ltd., GKN Sinter Metals Ltd., Bharat Forge Ltd., Thermax Ltd., Manugraph India Ltd., Lawkim Ltd., CTR, Hi-Rel Components Ltd., ZF Steerig, Tata (Indica Plant), Poonawalla Group of Companies, Force Motors Ltd ; KOEL, Newage Electricals, Crompton Greaves, Mahindra UGINE and open workshops on behalf of MCCIA. He addressed on "**Leadership & Dasbodh**" at the very prestigious forum of "**Vasant Vyakhyanmala, Pune**" and also on television (Sahyadri Channel). By this time, he has addressed thousands of workers and hundreds of Executives on "**Dasbodh and Leadership**" and "**Work Culture and Self Development through Dasbodh**". Conducted 101st Programme on 10th October 2005. Delivered lecture on '**Management Thoughts from Dasbodh**' on all India Radio, Pune on 11th October 2005. Received "**Dasbodh Award**" in 2005 and "**Shri Samarth Award in 2007**".

We fully believe in **Swami Vivekanand** who said in 1894 -
"Western Efficiency & Dynamism combined with Indian Spiritual Values will create BEST MANAGEMENT SYSTEM IN THE WORLD"

Methodology : PPT and Practical Exercises and day-to-day examples.
 Fees : Rs. 1,500/- Per Participants
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Date : **Oct. 25, 2010**

TRAINING PROGRAMME ON POWER OF TEAM

- Objective : To enhance the understanding amongst the team members to achieve the common goal.
- Contents :
 1. Understanding the changing business scenario.
 2. Importance of teamwork in the competitive world.
 3. Understanding the perceptual differences.
 4. Moving from compromise management to Team Management.
 5. Stages of Team Development.
 6. Building Trust the Foundation of Team Work.
 7. Why Team Succeeds and Fails.
 8. Qualities of an effective Team Member.
 9. Dynamics of Team Building.
 10. Keeping the Motivation of the Team Members High.
- Day/Date/Time : **Monday 29th November, 2010 / 10.00 a.m. - 5.00 p.m.**
- Venue : **Ogale Hall**
Maharatta Chamber of Commerce (MCCIA)
Tilak Road, Pune 411 002.
- Meet the Faculty : **Dr.S.G.Bapat**
An educator and Trainer.Taught DBM, MBA, and M.Com. students for more than 30 years. Guides Ph.D. students in Commerce and Management. Trained by APO/ILO at **Singapore**. Participated in National and International Conventions in New Delhi, Mumbai, Vishakhapattanam, Chennai, **Bangkok** and **Singapore**. He was **awarded Best Commerce Teacher Award** in Maharashtra. Also **John Dalvi Award** for **Outstanding Social Work. I.S.T.D. awarded "Fellowship" in National convention at Hyderabad.**
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First Century Management Perspectives, New Dimensions in Super
VISION etc., मराठी अनुवाद “विनर्स नेव्हर चीट”.
- At present, Regional Vice President, I.S.T.D., Hon.Dean of Education Faculty, Tilak Maharashtra University. He founded Dr.S.G.Bapat & Associates for conducting Training Programmes for Industry.

Continue ... [2]

Mr.S.G.Apte

Director, GAPSET Consultancy, Leading Faculty in HRD and Training, Conducted more than 3,500 programmes at all levels in Hindi, Marathi and English.

Worked in Senior Positions in leading organizations like Bajaj Auto, Reliance Industries Ltd., Bajaj Tempo Ltd., TCI Group Company, Mahindra & Mahindra Ltd.

Certified Lead Assessor for ISO 9001.

Methods : Lectures, Presentations, Case Studies, Video CDs, Games and Discussions.

Fees : Rs. 1,500/- with Lunch and Literature
[A Team of Three can join @ Rs. 4,000/- per Team]

Group size is limited - Please book your seats immediately

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