



**AAVISHKAR**  
ENLIGHTENING LIVES

## Assertiveness

### **Essence:**

Assertiveness is the key to healthy and effective relationships. With "Win-Win" as its motto, Assertiveness is not just a skill to learn but is also about having the right attitude towards self and others.

### **Objective:**

- Understanding Assertiveness
- Practicing Assertiveness

### **Content:**

- Introduction & Overview : Understanding Assertiveness, its meaning, importance and impact and factors that reinforce Non-Assertiveness
- Self – Assessment : A brief quiz / self-assessment questionnaire for the participants to identify their level of assertiveness
- Techniques : The 3 C's of Assertiveness, learning to say-NO

**Methodology:** Role plays for experiential learning, Discussions and Power Point Presentation

**Duration :** Two hours

**Target Audience :** VSIT Faculty - HODs

**Speaker :** Ms. Archana Samarth

**Venue :** Y-001 Seminar Hall

**Date & Time :** Thursday 10.10.2019 at 2 PM - 4 PM

**No of Headcount :** 15 (approx.)

**Conduct by :** HR Department

20/ A Chandan Mansion, Opp. Portuguese Church, Gokhale Road, Dadar (W), MUMBAI 400 028,

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## **Mindfulness**

**Essence :**

Mindfulness is the way of life geared towards wellbeing and personal growth. It is an essential ingredient of organizational growth and success also.

**Objective :**

Developing Mindfulness through practical exercises.

**Content :**

- Mindfulness is a basic Human Ability
- Benefits of Mindfulness (Brain activity immunity, Relationship, Efficiency and Stress Management)
- Understanding the Barriers (Distractibility of mind, Being busy, Multitasking, Distraction from within)
- Practice Mindful Breathing, Observation, Awareness, Listening, Appreciation, Reflection and Relaxation

**Methodology :** Case lets, Group Activities, Discussions and Power Point Presentation

**Duration :** One & half hours.

**Target Audience :** Non Teaching Staff - VSIT

**Faculty :** Ms. Archana Samarth

**Date & Time :** 11.12.2018. (Tuesday) at 2:30 p.m. to 4 p.m.

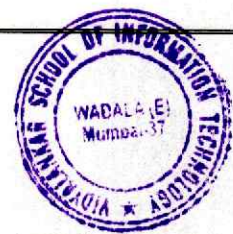
**No of Headcount :** 30+(approx.)

**Venue :** Seminar Hall – VIT (M 501)

**Conduct by :** HR Department

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## **Towards Professionalism**

### **Essence :**

*Professionalism* is the key word in today's competitive times. It is an essential ingredient of organizational and personal growth and success. Enhanced self-esteem and contentment with work life too are outcome of a professional attitude.

### **Objective :**

To provide inputs on developing the attitude and behavior that constitute Professionalism.

### **Content :**

- **What is Professionalism and why is it important?**
- **The KAS (Knowledge, Attitude and Skills) of professionalism**
  - Intention and Efficiency – the two winged bird of success
  - Attitudes that succeed
  - Overcoming self defeating attitudes
- Non professional behavior ( gossiping, time wasters, indifference, lack of initiative )
- Towards Professionalism : setting a goal for attitude at work

**Methodology :** Case lets, Group Activities, Discussions and Power Point Presentation

**Duration :** 2 hours.

**Target Audience :** Non Teaching Staff - VSIT

**Faculty :** Ms. Archana Samarth

**Date & Time :** 27<sup>th</sup> February 2017 (Monday) & 2<sup>nd</sup> March 2017 (Thursday) – Time : 11- 1 p.m.

**No of Headcount :** 15 in each Group – 2 Groups

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## Work Place Etiquette

**Essence :** Etiquette is the base of professionalism. It provides guidelines to professional behavior and is geared towards making the work environment one of cooperation and efficiency.

**Objective :** To provide inputs on developing and strengthening professional etiquette.

### **Content :**

- Understanding Professional Etiquette:
  - Meaning
  - Importance – to the individual and organization
- Types of Etiquette: code of conduct related to
  - Personal (punctuality, grooming, body language, attitude towards work, use of mobile)
  - Interpersonal relationships (respect, cooperation, appropriate contact, groupism, gossiping)
    - Communication (personal, electronic, social media)
    - Organizational Hierarchy
    - Culture of Organization

**Methodology :** Group Discussion, Role Plays, Video and Power Point Presentation

**Duration :** One and half hours.

**Target Audience :** Non Teaching Staff - VSIT

**Faculty :** Ms. Archana Samarth

**Venue :** Y- 001 Seminar Hall

**Date & Time :** Thursday 30.05.2019 at 2 PM - 3:30 PM

**No of Headcount :** 30 (approx.)

**Conduct by :** HR Department

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