

NHK CONSULTANT



TRAINING Catalogue

*Your Gateway to Exceptional
Training Experiences!*



A little bit about Trainer !

Nazish K. as a Trainer helps to maintain a dialogue with various participants and groups of learners. Her strong communication and interpersonal skills help them attract and maintain attention, break the ice, shift the focus of learners when needed, and be heard by the audience. She develops customize learning and development modules as per the clients' needs.

Over the course of 15+ years in the Human Resources Industry, Nazish K. has an opportunity to work with multinational companies and Industry leaders in manufacturing, distribution, pharmaceutical, software and hospital.

TRANSFORM

DEVELOP

GROW

TRANSFORMING

LEADERS

CULTURE

ORGANIZATIONS

CONNECT WITH US !

For your in-house training & development needs, Please Call +92 325 845 6619 or email at nazishkhan@nhkconsultants.com | visit website: www.nhkconsultants.com

Our Trainings that EMPOWER FOR GREATNESS

Our Training Offers

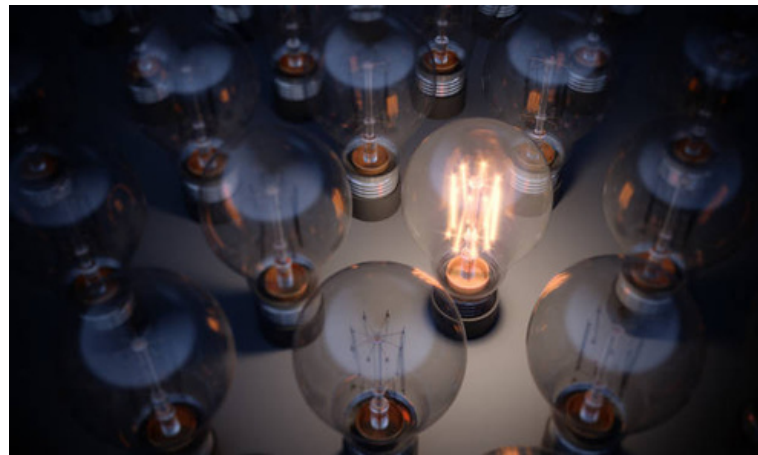
Leadership Development: Equip your managers with the skills to lead with vision, inspire teams, and drive exceptional results.

Communication Excellence: Enhance communication skills, both internally and externally, for seamless collaboration and customer satisfaction.

Team Empowerment: Foster a cohesive and motivated team through team-building activities, conflict resolution, and collaboration strategies.



I understand that nurturing a highly skilled and motivated workforce is essential for your company's success. That's why I'm excited to introduce my comprehensive training programs designed to unlock your team's true potential and drive unprecedented growth.



CONNECT WITH US !

For your in-house training & development needs, Please Call +92 325 845 6619 or email at nazishkhan@nhkconsultants.com | visit website: www.nhkconsultants.com



Index

1. Nurturing Emotional Intelligence -----	5
2. Cultivating Mental Wellbeing at work place -----	6
3. Mastering Communication Excellence -----	7
4. Power of Togetherness, Building Stronger Teams --	8
5. Problem Solving Excellence -----	9
6. Time Management Mastery -----	10
7. Customer Service Excellence -----	11
8. Mastering the ART of Interview -----	12
9. Resume Writing -----	13
10. Ace Your Interview -----	14
11. Email Writing Mastery -----	15

CONNECT WITH US !

For your in-house training & development needs, Please Call +92 325 845 6619 or email at nazishkhan@nhkconsultants.com | visit website: www.nhkconsultants.com



Purpose

Developed self awareness and self management of personal emotions. Explored ways to advance personal emotional intelligence. Recognised emotions in others, responding to those emotions in order to inspire high performance. Understood the consequences of behaviour and weigh decisions before action.

Key Learnings

- Enhance Self-Awareness
- Cultivate Self-Regulation
- Motivate and Drive Performance
- Develop Empathy and Social Awareness
- Strengthen Interpersonal Relationships
- Promote Effective Leadership
- Manage Difficult Conversations
- Cultivate Resilience and Adaptability
- Foster Positive Organizational Culture
- Apply Emotional Intelligence in Diversity and Inclusion
- Create Personal Growth and Development Plans

CULTIVATING MENTAL WELLBEING at Work



Purpose

With 1 in 5 of us suffering in silence, it is important that we are equipped with knowledge and strategies to help us actively manage our mental health. This course has been written with no particular workplace or profession in mind and includes information on the responsibilities and duties of all employers with regards to mental health.

Key Learnings

- Understanding Mental Health
- Leadership's Role in Fostering Wellbeing
- Stress Management Techniques
- Creating a Supportive Work Environment
- Work-Life Balance
- Building Resilience in the Team
- Implementing Wellbeing Initiatives

MASTERING Communication Excellence



Purpose

For the better part of every day, you are communicating to and with others. Whether it's the speech you deliver in the boardroom, the level of attention you give to your spouse when they are talking to you, or the look that you give to the cat, *it all means something*. This workshop will help you understand the mechanics and methods of communication and how to make the most of them.

Key Learnings

- Understand the Importance of Communication
- Develop Clear and Concise Communication
- Enhance Active Listening Skills
- Improve Nonverbal Communication
- Build Empathy and Understanding
- Master Effective Verbal Communication
- Manage Conflict and Difficult Conversations
- Enhance Presentation Skills
- Foster Positive Relationships
- Develop Written Communication Skills
- Understand Digital Communication Etiquette
- Apply Communication in Leadership
- Navigate Cultural Differences
- Increase Confidence in Communication
- Promote Active Participation

POWER OF TOGETHERNESS

Building Stronger Team



Purpose

To understand the interpersonal aspects of teaming for success. Also to learn the techniques that helps in successful development of highly synergetic and effective teams.

Key Learnings

- Understand the Importance of Team Collaboration
- Identify Characteristics of Effective Teams
- Promote a Collaborative Team Culture
- Define Roles and Responsibilities
- Facilitate Effective Team Meetings
- Enhance Communication within Teams
- Develop Conflict Resolution Skills
- Foster Trust and Rapport
- Cultivate Inclusion and Diversity
- Promote Collective Decision-Making
- Navigate Change and Challenges Together
- Celebrate Achievements and Success
- Lead Through Collaboration

BEYOND BLOCKS

PROBLEM SOLVING EXCELLENCE



Purpose

This course is to teach a systematic approach to teams who are charged with the task of solving problems. This highly interactive workshop helps participants determine the real problem, and provides a process for solving the problem in a structured manner. Team members will gain experience in solving different real life problems using the problem solving tools taught in the course.

Key Learnings

- Collaboration Amplifies Impact
- Diverse Perspectives Fuel Creativity
- Effective Communication
- Building Trust and Relationships
- Leveraging Strengths
- Overcoming Challenges Together
- Shared Accountability
- Celebrate Achievements
- Resilience Through Support
- Sustainable Collaboration
- Empathy and Understanding
- Continuous Learning

CLOCKWISE EXCELLENCE

TIME MANAGEMENT MASTERY



Purpose

This course help employees with busy schedules and performance requirements learn how to balance their time. This workshop will help participants raise awareness about general perspectives regarding “time,” identify what issues are most central in each individual’s work life and learn how to manage time by setting priorities based on professional values.

Key Learnings

- Setting Clear Goals and Priorities
- Effective Planning and Organization
- Understanding Time Management Principles
- Overcoming Procrastination
- Managing Interruptions and Distractions
- Effective Delegation
- Improving Decision-Making Skills
- Utilizing Time-Blocking Techniques
- Effective Communication Skills
- Developing a Healthy Work-Life Balance
- Continuous Improvement and Reflection

CUSTOMER SERVICE EXCELLENCE



Purpose

Phenomenal customer service is not just a differentiator in the marketplace; it's the expectation of every customer. They want an experience that is engaging and focused on their point of view. This customer-centric approach to customer service is vital and can only be accomplished if organizations make it their mission to build a strong customer service culture.

Key Learnings

- Understanding Customer-Centric Mindset
- Develop Effective Communication Skills
- Recognise Empathy and Emotional Intelligence
- Develop Problem Resolution and Conflict Management
- Learn Exceeding Customer Expectations
- Continuous Improvement and Measurement
- Learn Cultural Sensitivity and Inclusivity
- Creating Memorable Experiences

MASTERING THE ART OF INTERVIEW



Purpose

Hiring managers are as important to the recruitment process as recruiters – if not more so. They're often the ones who open a new position, and ultimately make that final decision on who to hire. But it's crucial that they know how to interview effectively and with minimal bias – so, interview training for hiring managers is a must.

Key Learnings

- Understanding the Position and Requirements
- Creating a Positive Candidate Experience
- Effective Interview Planning
- Behavioral Interviewing Techniques
- Active Listening and Effective Communication
- Evaluating Cultural Fit
- Legal and Ethical Considerations
- Candidate Engagement and Transparency
- Negotiation Skills
- Post-Interview Debriefing



Purpose

The purpose of resume writing training is to equip individuals with the skills and knowledge necessary to create effective resumes that showcase their qualifications, experiences, and accomplishments. The training aims to help participants understand the intricacies of resume development, enabling them to craft documents that stand out to potential employers and increase their chances of securing job interviews.

Key Learnings

- Understanding the Purpose of a Resume
- Components of a Successful Resume
- Crafting a Compelling Professional Summary/ Career Objective
- Showcasing Achievements and Quantifiable Results
- Highlighting Relevant Skills
- Tailoring Resumes for Specific Job Applications
- Addressing Employment Gaps
- Incorporating Keywords and ATS Optimization
- Effective Use of Design Elements
- Proofreading and Editing
- Networking and Online Presence

ACE YOUR JOB INTERVIEW



Purpose

The purpose of an Email Writing training program is to equip individuals with the skills and knowledge necessary to compose effective and professional emails. Clear and well-structured email communication is crucial in the business environment and can significantly impact professional relationships, collaboration, and overall organizational success.

Key learnings

- Understanding the Job Market
- Mastering the Art of Self-Promotion
- Researching the Company and Role
- Preparing for Common Interview Questions
- Handling Behavioral and Stressful Questions
- Showcasing Cultural Fit
- Post-Interview Follow-Up Techniques
- Continuous Improvement from Mock Interviews & Practice

EMAIL WRITING MASTERY



Purpose

The purpose of an Email Writing training program is to equip individuals with the skills and knowledge necessary to compose effective and professional emails. Clear and well-structured email communication is crucial in the business environment and can significantly impact professional relationships, collaboration, and overall organizational success.

Key learnings

- Understanding Email Etiquette
- Structuring Clear and Concise Emails
- Crafting Compelling Subject Lines
- Tailoring Emails to the Audience
- Effective Use of Professional Salutations and Closings
- Clarity and Precision in Communication
- Responding to Emails Promptly
- Managing Tone and Emotion in Emails
- Security and Confidentiality Considerations
- Following Up and Closing the Loop
- Proofreading and Editing



Connect with us!

Let's embark on a journey to empower your team like never before. Whether you're looking to upskill your workforce, boost employee engagement, or enhance your company's competitive edge, our training solutions have you covered.

Reach out to us to discuss your specific training needs and explore how NHK Consultants can partner with you to drive lasting transformation.

Invest in your team's growth today and secure a brighter future for your company.

Phone: +92 325 8456619
Email: nazishkhan@nhkconsultants.com
Website: www.nhkconsultants.com

