



Faculty of Corporate Training and Development, LLP  
New Delhi

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Behavioural Skills  
Training Organisation

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# ABOUT FCTD

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*Faculty of Corporate Training and Development (FCTD) was founded by Management Professors - Prof. S.P. Chauhan and Prof. Surabhi Goyal. After a long innning of more than 25 years in Management Education, they decided to transfer their management expertise into development of training programs and delivering to accelerate employees performance and wellbeing at workplace.*

*At FCTD, the faculty discusses the critical issues in the organisation and personalise corporate training to its requirements. Such customised trainings are appreciated immensely by organisations as these help to resolve conflicts arising due to underperformance, friction and confusion in the organisations.*

*The prime areas of training are **Leadership development, Team Building, Enhancing Employee Productivity and Self Development.***

*Some of the reputed organisations of FCTD are NTPC, IOCL, NHPC, MMTC, NCRTC, IRCTC, SJVN, FCI, NSPCL, POSOCO, MPPKVCL and others. FCTD has also been associated with government sector conducting specialised training programs for officials of Cabinet Secretariat and CBI.*

## Our Mission

To be a global training organisation for developing managerial skills at workplace for successful growth of an individual and a positive change in an organisation.

## Our Methodology

- Classroom Lectures
- Case Analysis & Presentation
- Psychometric Self Assessment Tests
- Group Discussions
- Management Games
- Individual & Group Action Plan

FCTD has strong academic relationships with Experts from Academia and Practitioners from Industry & Government of India (GOI) who are invited to deliver lectures in their areas of expertise.

FCTD has expertise and resources to customise the listed training programmes as per the training needs of the organisations. Additionally, we also conduct Happiness Workshop for families of participants on our training sites.

# Our Key Training Programs

- FCTD 01**      Developing Competencies for Effective Leadership Roles
- FCTD 02**      Developing Yourself for Managerial Excellence
- FCTD 03**      From Conflict To Collaboration
- FCTD 04**      Emotional Intelligence for Career Growth : Why EQ matters more than IQ?
- FCTD 05**      Stress Management for Personal and Professional Effectiveness
- FCTD 06**      Enhancing Effective Communication & Impactful Presentation Skills
- FCTD 07**      Building High Performing Teams for Achieving Results with Relationships
- FCTD 08**      Breaking Through the Glass Ceiling for Women Leadership
- FCTD 09**      Value Actualisation for Higher Business Productivity
- FCTD 10**      Art of Ageing well : Preparing in 50's to work after 60's (For Superannuating officials)
- FCTD 11**      Developing a Powerful Trainer Within You (For Trainers)
- FCTD 12**      Unleashing the Corporate 'Josh' (Outbound Training)



## FCTD 01

# Developing Competencies for Effective Leadership Roles

## 3 Days

Why great leaders are so scarce? According to Gallup study just 21 percent of employees strongly feel they are being managed in a way that motivates them to do outstanding work. It doesn't imply that such managers are ineffective leaders, it is because they aren't getting enough guidance before they are placed in leadership roles. It is an acknowledged fact that there are some inborn characteristics, that predispose people to become leaders.

However, it is also widely acknowledged that leadership traits can be developed. As per the estimates offered by research, leadership in a person is about one-third born and two-thirds made. So if you aspire to develop leadership competencies in your managers, one of the best ways is to lead your executives to a leadership self-development plan.

## CONTENTS

- Understanding the leader within you
- Know your level of leadership
- Developing Emotional Intelligence for effective leadership
- Dynamics of Constructive Conflict & conflict resolution styles
- Leading high performing teams at workplace
- Management Game : Leading from the front

## FCTD 02

# Developing Yourself for Managerial Excellence

## 3 Days

As a leader you will have to walk the talk and lead by example. Therefore, before trying to develop others, you must be able to develop yourself. This program "Developing Yourself For Managerial Excellence" (DYME), focuses on three-pronged self development process starting with accurately self assessing your strengths and areas of improvements followed by understanding the winning strategies of enhancing your personal and professional performance and finally committing to the path ahead.

Excellence is all about being better than yesterday and this program intends to make it possible by helping you answer the following questions :

- What should you stop doing?
- What should you keep doing?
- What should you start doing ?



## CONTENTS

- Know your Personality Type
- Gap Analysis
- 5 Winning strategies for professional and personal success
- Raise your EQ
- Developing IPR skills at workplace
- My Action Plan - MAP
- Management Game : Goal setting to Goal getting



## FCTD 03

### From Conflict to Collaboration

#### 3 Days

Peter Drucker, the management thinker said that friction, confusion and underperformance exist in every organisation which makes conflict inevitable. Further, research reveals that managers today spend at least 24% of their time managing conflict. Does that sound like a shocking waste? No, because the good news is that conflicts and differences bring in innovative solutions to do things differently.

In this program, participants will be able to learn to understand constructive conflicts in their organisation and adopt a collaborative solution-centric approach to conflict resolution.

#### CONTENTS

- Understanding Conflict mindset : Think win-win
- Know your conflict resolution style
- Resolving Intra & Inter personal conflicts with Higher Emotional Intelligence and IPR skills
- Case Discussion : People are not difficult, people are different
- Management game : Win as much as you can

## FCTD 04

### Emotional Intelligence for Career Growth : Why EQ matters more than IQ?

#### 3 Days

Do you know what is the difference between a performer and a star performer? According to Daniel Goleman, father of 'Emotional Intelligence' approximately 80% of success is due to emotional intelligence making EQ more important than IQ. Emotional Intelligence in simple words, is 'Way of Acting' and this goes a long way in enhancing interpersonal effectiveness at workplace.

The good news is that emotional quotient unlike IQ can be increased throughout the life.

Thus, it becomes necessary for all personnel to know their EQ score and to work on their Emotional Quotient (EQ) by adopting strategies to enhance self and social competencies.



#### CONTENTS

- Understanding Emotional Intelligence
- Measure your EQ score
- Developing high EQ by greater Self Awareness
- Developing high EQ through better Social Awareness
- Achieving Results with healthy Relationship at workplace
- Management Game : Why 'We' is greater than 'Me'



## FCTD 05

# Stress Management For Personal & Professional Effectiveness

### 3 Days

Stress is a fact of life. You cannot avoid stress but when you cannot manage stress, it manages you. The fast pace of the modern corporate world has posed a very high work pressure on its employees which has inevitably caused stress.

In such situations, professionals who are able to manage stress effectively and show the ability to cope with the pressures are able to climb the corporate ladder with ease.

However, if unmanaged, stress and its symptoms affect the quality of life which in turn leads to demotivation and low performance levels of an individual. It therefore becomes imperative to take proactive measures to combat stressful situations before these have detrimental impact on overall organisation's productivity.

## CONTENTS

- Developing a positive mindset  
Understanding Stress - a friend or a foe
- Know your stress inventory
- The 5 winning strategies to manage self to manage time
- Develop EQ for managing difficult situations
- Dealing with negative people
- Management Game : An Attitude of Gratitude

## FCTD 06

# Enhancing Effective Communication & Impactful Presentation Skills

### 5 Days

Communicating effectively is an art and must be practiced effectively at workplace for better output and successful achievement of goals of the organisation. Every employee must be very clear what his colleague wants to convey. One must be able to decode the information in the desired form and respond accordingly.

Mastering the skills of communication and presentation plays important role for the success of individuals building their careers and for the organisations in which they work. Communication goes part and parcel with team working and being able to communicate with people and is considered to be of vital importance in any job.

This programme is designed to be highly interactive with experiential learning helping participants to explore and practise to become effective communicators and presenters.



## CONTENTS

- Understanding the essentials of effective communication
- Know your communication style and barriers
- The EQ Effect
- Art of receiving and giving feedback
- Listening Skills
- Building Assertive communication
- 21 essentials of powerful presentation
- Building IPR skills for effective conflict resolutions
- Management Game : Power of Connect to Correct



## FCTD 07

# Building High Performing Teams for Achieving Results with Relationships

### 3 Days

The groundbreaking research study of Adult life at Harvard University has revealed that the people who fared the best in life were the people who had strong interpersonal relationships with family, friends and community.

Taking cue from this, organisations need to encourage a positive and relationship oriented work culture. Employees who are healthy and happier will be able to deliver their level best which will eventually lead to a positive and high performing environment at workplace.

This programme intends to provide experiential learning into working collaboratively in teams and achieving greater results with long lasting relationships.

## CONTENTS

- Understanding the Dynamics of High performing Teams
- Strategies to manage self to lead others
- Building energy to synergy with 360 degree Relationship matrix
- Team Challenges : Strategies to deal with failure & success
- Management Game : Play to Win Lose to Learn

## FCTD 08

# Breaking Through the Glass Ceiling for Women Leadership

### 3 Days

In 1995, there were no women serving as CEOs of Fortune 500 companies, and only 10 percent served as Board Members. Now, women make up 5 percent of Fortune 500 CEOs, and women's boardroom participation has risen to 17 percent.

A research done by Kathy Caprino, famous author and a coach reveals that organisations with more women in leadership roles are 1.4 times more likely to have a sustained profitable growth.

However, women haven't yet mustered the necessary courage to rise up, speak up and stand up boldly for themselves. Therefore, this development programme becomes imperative and useful to enhance confidence of women employees.



## CONTENTS

- Identifying Strengths & limitations
- Personality Profiling
- Developing Social Intelligence to overcome gender barriers
- Achieving Work- Life Balance
- Developing Assertive Communication
- Strategies to move from Room to Boardroom





## FCTD 09

# Value Actualisation for Higher Business Productivity

2 Days

## CONTENTS

- Determining Personal Values: Self Awareness
- Aligning Personal Values with Organisational Values: Gap Analysis
- Creating Positive Environment: Trust Building
- Translating Values into Action
- Steering the process of Value Actualisation

As per the Gallup study, globally 87 percent of employees are disengaged at work with lagging motivation ultimately leading to low productivity and profitability. It was found that this disengagement was the result of mismatch between personal expectations and organisational goals.

As great leaders that make great workplaces, it is their responsibility to increase employees engagement by aligning the values of an individual with that of serving organisation.

To achieve this, a transformational environment needs to be created that would steer the process of value actualisation slowly but surely leading to organisational excellence.

## FCTD 10

# Art of Ageing well : Preparing in 50's to work after 60's

2 Days

According to New England Journal of Medicine (2018), the most productive age group is 60 to 70 years followed by 70 to 80 years and 50 to 60 years respectively. Keeping in view this research finding the work life of an individual has extended to a longer period of time after the actual retiring age which is 60. Therefore, it becomes important for us to focus on some personal and professional aspects of our life on superannuation.

It is inevitable that the retiring will happen but living a good productive life after the retirement is a choice. To corroborate this, yet another research conducted by Ian Robertson, indicates that old age starts at 80.

The programme focuses on doable practical strategies to be adopted by the participants to make them physically, mentally, socially and financially secured and strong.



## CONTENTS

- Understanding- Age is Just a Number- Power of Positive Mindset
- Understanding Self: A Gap Analysis
- 5 Essential strategies for Successful Ageing
- Managing Resources for financial wellness
- Nurturing Relationships for social wellness
- Time Management for productive engagement
- Management games : Knowledge works and Experience wins



## FCTD 11

# Developing a Powerful Trainer Within You

### 3 Days

Organisations are increasingly appreciating the importance of training and development, and trainers obviously play a key role in these training and development efforts.

Training can be imparted through various sources but for technical /subject training, one of the best sources is found to be the officers from the concerned field who have been facing and resolving situations and over a period of time gained relevant experience and high degree of expertise in their area of functioning. However, to transfer this learning to the learners one needs to be an effective trainer and that requires key skills alongside technical/subject knowledge.

Therefore, this training programme titled, 'Developing A Powerful Trainer Within You', intends to make the prospective trainers (officers) understand the prerequisites of an impactful training and to develop specific skills to become a powerful trainer.

## CONTENTS

- Understanding the Importance of training
- Knowing the Traits of a Powerful Trainer
- Guidelines for designing & developing a training module
- Engagement techniques for Applied Learning
- 21 Essentials Principles for Powerful Presentation
- Dealing with situations in training room

## FCTD 12

# Unleashing the Corporate 'Josh' (Outbound Training)

### 3 Days

These days organisations are helping employees to bounce back to workplace with full energy and enthusiasm. One of the methods used is outbound training (OBT). It enables participants to learn and experience the challenges in an unfamiliar ground. It helps participants gain powerful and immediate insights into their work situations. Additionally, it also helps to enhance team spirit.

FCTD organises OBT at outdoor locations to test their physical fitness as well as their grit and determination to undertake challenging and different task out of their comfort zone.

In this programme, every activity in the outbound training was planned with a purpose and to leave the participants with an important relevant learning applicable to a working environment.



## CONTENTS

- Shark and the dead sea
- Dare the wire
- Kaun Banega Director
- Raise the power of tower
- Networking Dinner
- Talent show
- March to conquer
- Spin the Yarn
- Mission Possible
- Mind the landmines

# Outbound Training Programme

## Unleashing The Corporate 'Josh'



# In-company Training Programmes

## Organisations

## Recent Trainings Conducted



- Competency Building for Effective Leadership Roles, Kudgi
- From Conflict to Collaboration, Kudgi
- Breaking the glass ceiling for Women Executives, PMI, Noida & Solapur
- Leadership & Decision Making , PMI, Noida
- Awareness on Leadership Attributes on Growth, Ownership, Speed, Empowerment, Solapur
- Value Actualisation, Faridabad
- Building, Inspiring and Leading a Team, Tanda



- Project Aprajita -Fly Again & Reach High: 9 days training plus 100 counselling sessions, Pipelines, Noida
- Building Self Leadership : Self Love and Self care - IOCL Panipat Refinery
- Stress Management - Work Hard to Live Smart - IOCL Panipat Refinery
- Breaking The Glass Ceiling for women executives - IOCL Faridabad
- Managing Self for Leading Others (Online) for IIPM, Gurugram
- Attitude for Excellence (Online) for IIPM, Gurugram



Cabinet Secretariat

- Physiological Aspects, Stress Management, Conflict Management and Leadership, Training Academy, Gurugram
- Stress Management and Personal Development, Training Academy, Gurugram
- Stress Management and Building Competencies for Personal & Professional Excellence, Training Academy, Gurugram
- Developing a Powerful Trainer Within You, Trainers at Training Academy, Gurugram



- Developing Managerial Skills
- Managing Stress for Work Life Effectiveness



- Excellence Through Organisational Transformation for Executives, Bangalore
- Unleashing the Power of 360 degree Interpersonal Relationship, Durgapur

# In-company Training Programmes

Organisations	Recent Trainings Conducted
	<ul style="list-style-type: none"> <li>• Motivating &amp; Leading Teams for Senior Executives, Subansiri</li> <li>• Emotional Intelligence for Leadership for Senior Executives, Sewa-II</li> <li>• Personal Growth and Team Building for Senior Executives, Chamera I &amp; II</li> <li>• Aligning Team with Organisational Excellence for Senior Executives, Parbati-II &amp; Leh</li> <li>• Strategies for Breaking the Glass Ceiling for Women Executives, Faridabad</li> <li>• Conflict Management and Negotiation Skills for Executives, Faridabad</li> <li>• Creativity, Problem Solving and Decision Making (Online), Siliguri</li> <li>• Enhancing Interpersonal Effectiveness (Online / Offline), Parbati-II</li> <li>• Effective Communication and Presentation skills, Faridabad</li> </ul>
	<ul style="list-style-type: none"> <li>• Breaking the Glass Ceiling for Women Officers (Online)</li> <li>• Managing Self for Leading others (Online)</li> <li>• Post Pandemic Revival Strategies for Business Leaders (online)</li> </ul>
	<ul style="list-style-type: none"> <li>• Swayamshakti Part I -Technical and Intensive Leadership</li> <li>• Swayamshakti Part II - Building Competencies for Effective Leadership Roles</li> </ul>
	<ul style="list-style-type: none"> <li>• Managerial Effectiveness for Higher Performance for newly promoted managers (Online &amp; Offline )</li> </ul>
	<ul style="list-style-type: none"> <li>• Building Competencies for Personal &amp; Professional Resilience Post Crisis</li> <li>• Motivating Yourself for Higher Performance and Better Relationships</li> </ul>
	<ul style="list-style-type: none"> <li>• Stress Management through Work-Life Balance</li> <li>• Developing Emotional Intelligence</li> <li>• Conflict Resolution and Negotiation Skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Building Competencies for Managerial Excellence</li> </ul>
	<ul style="list-style-type: none"> <li>• Building Competencies for Managerial Excellence</li> </ul>

# Open Management Development Programmes

FCTD conducts Open Management Development Programs inviting participants from all sectors. These MDPs received an overwhelming response with participants from leading organisations namely, ONGC, ONGC Videsh, CPWD, PNB, NTPC, SAIL, NCRTC, IRCTC, GSFC Agrotech Ltd, TCIL, MPPKVCL, MRPL, NBCC, SKF India Ltd, Prasar Bharti, WAPCOS, SJVN, RICO Auto Industries Ltd, Coir Board, LIC, Green Gas, IOCL, IRFC, RLDA, MPMRCL, SPMCIL & Others.



# Our Founders



**Prof. (Dr.) S.P. Chauhan**  
Director  
MA, PhD

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#### EXPERIENCE

30 + years

#### EXPERTISE

- Professional obsolescence
- Emotional Intelligence
- Leaderships development
- Team Development
- Positive Attitude



**Prof. (Dr.) Surabhi Goyal**  
Director  
MA, MBA, PhD

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#### EXPERIENCE

25 + years

#### EXPERTISE

- Interpersonal skills
- Self Development
- Enhancing productivity
- Train the trainer
- Stress Management

Dr. S.P. Chauhan, is a Corporate Trainer in Behavioural Skills. He was awarded Ph.D. in Psychology from Panjab University, Chandigarh.

Dr. Chauhan has held leading positions as Professor, Dean-MDP and Director at various B-Schools. For last 30 years, he has conducted large number of training programmes for many reputed organisations namely, NTPC, NHPC, ONGC, NSPCL, NALCO, Power Grid Corp, MPPKVCL, IOCL, Maruti Udyog Ltd, NBCC, PNB, SJVN, IRCTC, NCRTC and Cabinet Secretariat Training Academy. He has also imparted training to IAS, IPS, HCS and CBI Officials.

Prof. Chauhan is well versed with HR policies and practices of PSUs because he has conducted several satisfaction surveys at all levels for NTPC & NHPC during 2000-06.

Dr. Chauhan has authored a book titled “Effective Leadership: Strategies for Better Results” and published 37 papers in well known journals.

Dr. Surabhi Goyal, is a Professor and Corporate Trainer in Behavioural Skills. She did her MBA from IMT-Ghaziabad and Phd from Allahabad University. Dr. Goyal has over 25 years of experience in management education and concurrently held leadership positions in B-Schools.

Dr. Surabhi has successfully led many academic initiatives in the serving institutions and is known for building high performing teams. In 2012, Dr. Goyal received the ‘Best Professor Award’ by Headlines Today for her interactive, case-based and innovative teaching and training methodology.

She has designed and conducted various MDPs for executives on themes like Team Building, Leadership, Understanding Self and Others, Self-Analysis, Goal Setting for organisations namely NTPC, NHPC, IRCTC, NCRTC, NSPCL, SJVN, CBI, IOCL, MPPKVCL, POSOCO SCOPE, MMTC, FCI and Cabinet Secretariat Academy.



**Training is expensive.  
Without training it is  
more expensive.**

**- Nehru**

## **Contact Information**

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