



Centre for Organization Development

Consulting • Training • Research

presents

Program on Enhancing Personal and Interpersonal Skills



COD campus
Hyderabad



Dec 16-18, 2024

Program Director
Prof. Lalitha Akundi

Focus

Organizational Effectiveness consists of individual and group effectiveness as organizations consists of individuals and groups. To achieve organizational goals and make them effective , a manager has to obtain commitment of his employees, support from his superiors and customer loyalty. This requires abundant interpersonal skills. To become effective in interpersonal domain, one has to first learn to be effective with oneself and then move outwards—from independence to interdependence.

Personal as well as Interpersonal Effectiveness can be learned and it must be learned. It does not come by itself. It is an ability that must be acquired.

The program on Enhancing Personal and Interpersonal Effectiveness has been designed to first provide an insight into one's strengths and weaknesses in both the domains. Thereafter, the program focuses on building up various skills, both conceptually and behaviourly, to increase one's effectiveness.

Objective

To enable the participants enhance their personal and interpersonal effectiveness so as to make them succeed in life with a focus on achievement of organizational goals.

Contents

- Insights into Self for Identifying the areas for Effectiveness
- Relationship Building Skills
- Managing One's Stress and Emotions
- Forging Connections through Communication
- Relating well with Others through Listening
- Presentation One's Thoughts and Ideas
- Managing Interpersonal Conflicts
- Managing time to Achieve Life Priorities
- Managing Personal Change

Who can Participate?

The program is meant for senior and middle level executives of public sector, private sector and government organizations. The program will also be useful for HR professionals and trainers.



The art of communication is the language of leadership.

- JAMES HUMES

Methodology

The program is designed to facilitate experiential learning through interactive sessions, which are organized around case studies, group activities, discussions, psychological instruments, exercises, films, etc.

Duration

The Program starts at 9.30 AM on 16th December, and concludes on 18th December 2024 at 5.15 PM. The participants are expected to arrive in Hyderabad a day before commencement and may leave after the conclusion of the program or in the morning of the following day.

Venue

The program will be held at the Centre for Organization Development, Madhapur, Hyderabad. It is fully residential and the participants will be accommodated in single air-conditioned rooms at its campus.

Program Fee

The program fee is Rs.24,000/- + GST. The fee includes tuition, board and lodging, courseware and other facilities of the Centre like internet usage, well equipped gym etc. Local participants, not availing hostel accommodation, will be given a discount of Rs. 1,000/- per day for the duration of the program.

Last Date for Nominations

Friday, November 15, 2024

Certificate of Participation

The Centre issues a Certificate of Participation on conclusion of the Program.

COD Alumni Association

Participants of the Program will become members of COD Alumni Association.





Prof. Lalitha Akundi

Prof. A. Lalitha, is Associate Professor at Centre for Organization Development and for over 15 years, Prof Akundi has partnered with companies, institutions and government departments to design, develop and deliver insightful, engaging and interactive Leadership Development programs, extended-duration workshops, and executive education courses covering a wide range of HR practice areas, including

leadership development strategy, collaboration, mentoring relationships, stakeholder management, and team-building. She has been directing the Leadership Development and Emotional Intelligence at Workplace Programs of DST for more than 9 years at COD. She closely works with DRDO, NMDC, MRPL, Bank of Baroda, Indian Overseas Bank, Oriental Bank of Commerce, LIC, HPCL, and the Ministry of Finance, Government of Afghanistan, among many others. She has created operational frameworks, defined HR processes, and administered organizational climate and employee engagement surveys for many public sector companies, led training needs analyses and impact evaluations at AMR-APARD, and authored HR manuals for APMDC, NMDC, e-Pragati, AP Transco, APTDC and NMDC-CMDC. Prof Akundi is the author of several well-regarded academic papers and articles.

Prof Akundi holds an MPhil in Social Sciences and is DiSC-certified. Certified Emotional Intelligence Practitioner, Trained Experiential Educator and POSH Enabler.

About COD

Established in 1980, with the sole objective of disseminating knowledge in organization development and change management. The Centre for Organization Development (COD), is a not-for-profit management consulting, training and research organization, set up with the active involvement of public and private sector participation. COD over a period of four decades consulted over 500 Business Organizations.

COD does Consulting, Training and Research across the following four verticals of practice:

Service Offerings:

- Enterprise Growth & Scalability
- Leadership Development
- Change Management & Transformation
- Strategic Human Capital Management

CONTACT

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Program on **Enhancing Personal and Interpersonal Skills** (December 16-18, 2024)

Nomination Details

Name of the Organization: _____

Name of the Sponsoring Authority: _____

Address: _____

Mobile: _____ Email: _____

Nominee's Details:

S. No.	Name of the Participant	Age	Designation	Mobile & Email ID

REGISTRATION FEE PER NOMINATION

Rs.24,000/- plus 18% GST for residential participant

Rs.21,000/- plus 18% GST for non-residential participant

Group participation (3 or more) and member organizations of COD will get 10% off on the course fee.

The payment of fee may be made either by electronic transfer or crossed cheque/DD in favour of 'Centre for Organization Development' payable at Hyderabad.

Signature: