



**Centre for Organization Development**  
Consulting • Training • Research

*presents*

# Program on Soft Skills for Managers



COD campus  
Hyderabad



January  
6-10, 2025

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*Program Director*  
Dr. Anita Balaraju

Research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center, has concluded that 85% of job success comes from having well-developed soft skills and people skills, and only 15% of job success comes from technical skills and functional knowledge; the recent NASSCOM report endorses this fact by stating that 75% of the engineers are not employable since the focus is always on academics and theory.

Soft skills is a simple term for a complex set of personal qualities that help make an individual a positive and contributing member of any organization. It gives you that winning edge to move ahead in personal and professional lives. Soft skills are a vital part of the success of an individual or an organization.

Soft skills represent one of the fundamental attributes that the new knowledge-based economy demands of employers, employees and organizations. This program will equip all young managers to handle their role transition as they are expected to demonstrate a new set of competencies to perform well in their new role.

Soft skills are intended to help accelerate the process of an individual's growth and achieve managerial excellence.

Soft skills have been identified as a key managerial attribute which enables one to be successful in today's competitive and highly challenging environment. The program focuses on building various skills, both conceptually and behaviourly, to increase one's effectiveness in their role as a manager.

### Objectives

To enable the participants develop their personal and interpersonal skills leading to individual effectiveness in their new roles.

The main purpose of this program is to be aware, acquire and refine a core set of skills necessary for an individual to manage a team that will in turn have a positive impact on interpersonal relationships in the professional space.

### Content

- ❑ Communication Skills
- ❑ Writing Skills
- ❑ Presentation Skills
- ❑ Assertiveness Skills
- ❑ Time Management Skills
- ❑ Interpersonal Skills
- ❑ Team Building Skills
- ❑ Conflict Management Skills
- ❑ Individual Development



Adaptability is not just a soft skill, but a hard capability.

- PEARL ZHU

## Who can Participate?

This program is designed for junior level executives of public sector, private sector and government organizations who have moved into managerial roles.

## Methodology

The program is designed to facilitate experiential learning through interactive sessions, which are organized around case studies, group activities, discussions, psychometric tools/assessments, exercises, experiential learning activities, practice sessions and films.

## Duration

The Program starts at 9.30 AM on 6th January, and concludes on 10th January 2025 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.40,000/- + 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

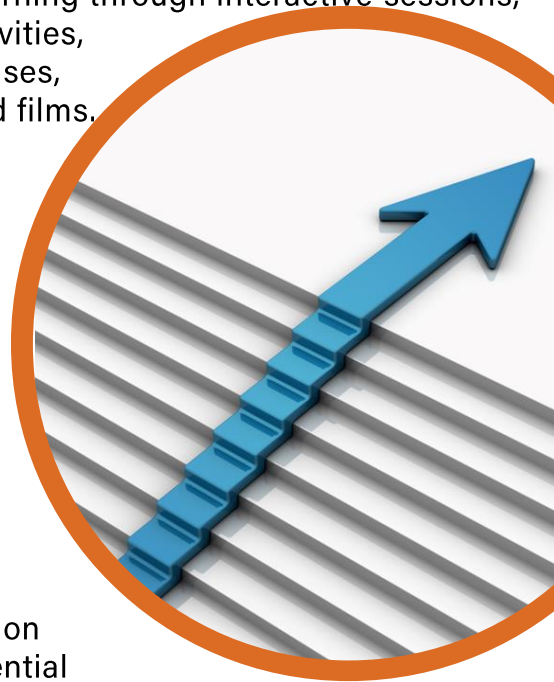
Friday, December 06, 2024

## 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.





### Dr Anita Balaraju

Dr Anita Balaraju, Faculty Member COD, has over two decades of experience in Learning & Development across multiple sectors like ITES (information technology enabled services), infrastructure, hospitality and education.

Anita has a doctorate in Linguistics from University of Hyderabad. She worked as a Language Assistant for the project on Development of Lexical Resources in Indian Languages in the Central Institute of Indian Languages, Mysore for a year while pursuing her doctorate. She has presented many papers in national conferences. One of her papers entitled Three Levels of Lexical Codification has been published in the international journal Yearbook of South Asian Language and Linguistics.

She has undertaken research in COD and the subject of her research is Critical Thinking, an important element in all professional fields and academic disciplines. It is a fairly new field of research. She also conducts experiential learning activities at this Centre which focus on communication skills, team dynamics and highlight different leadership styles.

She is Six Sigma Green Belt (Quality) and DiSC certified.

She has held various positions in the corporate world with organizations like GE Capital International Services, Totem Infrastructure Limited and Bridge Solutions.

### 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

Mr. Murthy Vadapalli  
+91 934 700 3017 |  
798 910 6094

programs@codhyd.com  
codhpo@codhyd.com

**Program on**  
**Soft Skills for Managers**  
(January 6-10, 2025)

**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.40,000/- plus 18% GST for residential participant

Rs.35,000/- 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: .....