



Centre for Organization Development
Consulting • Training • Research

presents

Training Program on Personal Productivity, Personal Management, Personal Excellence, Personal Organization



COD campus
Hyderabad



Jan
28-30, 2026

Program Director
Prof. Vineet Bhatt

Success begins with understanding what you manage and doing it efficiently. Personal management gives you direction, while personal organization helps you execute effectively.

This program teaches you how to prioritize tasks, manage time, reduce distractions, and build productive routines—boosting focus, energy, and overall productivity.

Objectives

- Clarifying your core values, vision, and goals to align your efforts with what matters most to you
- Prioritizing, batching tasks, and eliminating time wasters
- Establishing consistent habits and optimized routines for focused work, self-care, learning, and rest.
- Maximizing productivity by practicing mindfulness, managing stress, and renewing energy
- Cultivating a growth mindset, setting development goals, and regularly reviewing progress



The art of communication is the language of leadership
– JAMES HUMES

Content

- ☐ Self awareness
- ☐ Cultivating a growth mindset
- ☐ Productivity habits and routines
- ☐ Time management
- ☐ Organizing and prioritizing
- ☐ Mental health at work
- ☐ Stress management
- ☐ Learning to say no
- ☐ Continuous self improvement

Who can Participate?

The program is meant for middle and junior level executives of Public Sector, Private Sector and Government Organizations.

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 28th January, and concludes on 30th January 2026 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, January 18, 2026

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.



Vineet R Bhatt

Vineet is a published author, professional writer, copy editor, speaker, mentor, and a trained facilitator. He coaches individuals and conducts workshops for corporates and educational institutes on professional competencies such as leadership skills, executive communication, presentation skills, business writing, storytelling, etc.

He is a member of the Harvard Business Review Advisory Council and is a visiting faculty at the Indian School of Business (ISB). He has also been on the panel of Tata Management Development Centre, Tata Steel, as a training consultant.

Vineet is an engineer and a PGDBM from premium institutes and has close to thirty years of rich industry experience, including long rewarding stints in manufacturing (Tata Steel), IT (Tech Mahindra), and education (ISB) in leadership roles.

He is certified in creative writing, and editing and proofreading from Writers Bureau, London and is certified by HBR (Harvard Business Review) in a suite of over 40 courses.

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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Training Program on
Personal Productivity, Personal Management,
Personal Excellence, Personal Organization
(January 28-30, 2026)

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 GST for non-residential participant ☐

Rs.21,000/- plus GST for 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: