

Our aim is to train People in a manner such that they find the ENLIVEN workshops a <u>PLEASURE</u>, we do not believe in putting our Participants under <u>PRESSURE</u>. *Dr. Emmanuel Anthony Das* 

# GIVE US [JADE] ORDINARY EMPLOYEES / STAFF AND WE WILL GIVE YOU PERFORMERS!

GET YOUR STAFF / EMPLOYEES TRAINED TO MAKE YOUR ORGANIZATION A TOP LEVEL ONE WHERE CLIENTS WILL COME TO YOU RATHER THAN YOU GOING TO THEM!!

WE [JADE] HELP IN REVAMPING YOUR ORGANISATION RIGHT FROM THE WORKFORCE TO SETTING TARGETS – WAYS OF ACHIEVING THEM, WORKING ON DISCIPLINE AND PRODUCTIVE HOURS RATHER THAN MAN HOURS!!!



Bangalore, India



1] CORPORATE RECONSTRUCTION – Dwindling Companies

- 2] ENLIVEN YOUR WORKPLACE Staff & Employees
- 3] SALES XCELLENCE Frontline Salesmen
- 4] PATHBREAKER CEOs & Heads
- 5] CORPORATE XCELLENCE Leaders & Managers
- 6] LEADERSHIP DISCOVERY Leaders
- 7] TEAM SYNERGY Leaders & Managers
- 8] OUTWARD BOUND Leaders & Managers
- 9] CUSTOMER DELIGHT Executives of BPOs
- 10] STRESS BUSTER Employees & Staff
- 11] CATCH UP WITH TIME Heads & Staff
- 12] PATHFINDER Teachers & Faculty
- 13] PATHFINDING Engineering & Professional Students
- 14] DISCOVER YOUR GENIUS Senior Staff & Heads
- 15] RECHARGE YOUR BATTERY All
- 16] TRAINING XCELLENCE Motivational Trainers
  - Training gives us an outlet for suppressed energies created by stress and thus tones the spirit just as exercise conditions the body.
    - Arnold Schwarzenegger

JADE training revolves around 'FACILITATION-INTERACTION-DERIVATION' which are wholesome tools for our 'MOTIVATIONAL TRAINING.'



Dear Leaders;

We value your precious time, and would be highly obliged if you take a few Minutes in going through this SILHOUETTE so as to understand all that we want you to know about our Workshop 'ENLIVEN YOUR WORKPLACE.' Thank You in Advance!!!

Dr. Emmanuel Anthony Das, CEO JADE, Pilot Faculty

### **KINDLY NOTE**

This material, though seems exhaustive as in a micro-chip/fast food world, serves the exact purpose of providing you an in-depth idea about the 'JADE ENLIVEN YOUR WORKPLACE' Workshop and also proves how focused we are about the entire training process.

### JADE

JADE with a team of professionals began its operations way back in 1995 as JADE RESEARCH CENTRE. JADE is an organisation engaged in 'empowering humans' from different walks of life. In the past 25 years we have conducted numerous workshops for several people numbering to thousands. We have 're-defined training' which is apt to our sphere of activity. After conducting a 'need analysis,' we design the module to suit specific needs.

The JADE Workshops have successfully cut across all existing social and economical barriers viz. Religion, Gender, inhibitions, and IQ levels. JADE workshops have been designed while keeping in mind all categories of people. One of the major strengths of JADE is the way in which the Workshops are executed. A Participant never gets bored when the sessions are in progress.

Multi-dimensional activities make the sessions lively and interactive. JADE Faculty have adopted various methods to derive hidden treasures in the participants. This is done without putting pressure. There are voluntary explosions. JADE workshops are a wonderful blend of 'ancient wisdom' and 'modern techniques' which make the sessions unique and interesting leaving every participant spellbound.

### OBJECTIVE

In the present ever speeding world, the need of the hour is to have smart thinking Employees/Staff who will work without being told. Most employees do when told, others who do quote a price and ask 'what will I get if I do it?'

At this point of time, we plan to step in to make that difference by offering our workshop which has quite a lot to reveal thereby empowering staff as well as equipping them to cope with pressures and take things onto their stride.

## MEDIUM OF TRAINING IS ENGLISH.

We ensure that people get the best with the least payables. We work on reasonable profits.

ENLIVEN YOUR WORKPLACE For Employees & Staff

AT JADE, WE GIVE TOP PRIORITY TO QUALITY. WE ADHERE TO MAXIMUM PROFESSIONAL STANDARDS IN ALL AREAS. FROM WORDS TO WALK FROM DEMEANOUR TO DELIVERY.



### JADE WORKSHOPS

Through our exclusive workshops, JADE has brought about a transformational change in Staff, Employees, Students, Teachers, Faculty, Managers, Leaders, Trainers, and People from all walks of life since its inception in 1995. We are distinct from the rest of those who provide training in that we adhere to quality standards in all aspects and conduct extensive research before structuring the module. Our primary goal is to ensure that the Organization with which we collaborate benefits. We believe in a win-win-win situation for the Organization with which we collaborate, the Participants, and JADE.

### VISION

We have focused on training People from all walks of life, from a Student to a top-level Manager, not to mention the importance of training for the common Man, where he/she can change attitudes and enhance skills where he/she will develop. We would have a positive society if everyone developed. Our ultimate goal is to make "this World a better place to live."

### MISSION

Since we have tasted success in the past; our mission is to be a leader in the field of motivational Training by providing effective, interesting and useful programmes to Participants and we are confident of achieving yet another milestone with our 'Don Bosco philosophy' of 'whatever we do, we will do it well.' In short, our mission is to help Participants 'Discover the genius in them.'

### WHY JADE 'ENLIVEN WORKSHOP'

As productivity levels dwindle and Employees' slack, staff are sagging in their responsibilities Training and development programmes become increasingly important. Such programmes can help retain current Employees, improve their skills, and positively impact the overall quality of workforce; something that is increasingly important in a value-based World.

#### AIM OF THE WORKSHOP

To train the Workforce to make work meaningful, useful, and enjoyable and help them work more productively. To help Employees identify their fullest potential and put it to use in their daily work.

Yet, Training and development initiatives aren't often a top concern for Industries Today. This, of course, is not surprising given that Leaders are faced with more pressing issues, such as reimbursement, compliance, attrition, quality and beyond. However, Training and development is an important area that Leaders should assess often.

**JADE ENLIVEN YOUR WORKPLACE** Workshops offers Organizations Training and development initiatives, along with both mandatory - such as those for compliance, privacy, work skill development, etc. and optional, by role.

This Workshop can help retain Staff, improve their skills & positively impact the overall quality of an Organisation - something that is increasingly important.

ENLIVEN YOUR WORKPLACE For Employees & Staff

IN OUR QUEST TO EMPOWER PEOPLE, WE HAVE FOUND THAT EVERY PERSON NEEDS TRAINING. AND HENCE WE HAVE TRAINED OUR MOTIVATIONAL GUNS TOWARDS



### TARGET AUDIENCE – 'ENLIVEN YOUR WORKPLACE' WORKSHOPS

1] Managers.

- 2] Supervisors.
- 3] Employees.
- 4] Clerks.
- 5] Office Assistants.
- 6] Superintendents.
- 7] Receptionists.
- 8] Administrators.
- 9] Office Workers.
- 10] Inspectors.
- 11] Examiners.
- 12] Workers.
- 13] Staff.
- 14] Stenos-Typists.
- 15] Secretaries.
- 16] Personal Assistants.

## The JADE SCHOOL OF THOUGHT

reads as follows, we will do our best without looking at regions, ethnicity, tariff and time of presentation but our ultimate aim is to empower at any cost delivering on our promises without any compromises. JADE CEO & Faculty

### **RETENTION AND UNDERSTANDABILITY**

JADE Workshops have been planned with such an accuracy that they are easily understandable and thus Participants retain the knowledge for long after they have attended the Workshop. The hands-on experiential learning is highly motivating and has depth as it is well-researched to suit groups and intellects. During sessions Participant's conscious Minds are entertained while learning is embedded into the subconscious.

### WORKSHOP?

We call our Training a 'Workshop' for the simple reason because it revolves around facilitation, interaction, and derivation with the involvement of each Participant. There are no boring lectures, speeches and lengthy audio-visuals. It's just training, involvement, action games etc. We believe in making our Participants 'to do' rather then tell them 'what to do.'

Here is a unique opportunity for your Staff/Employee to join a Training programme and become more effective than what he/she is. A Person participating in the 'ENLIVEN YOUR WORKPLACE' Workshop can unleash the colossal forces of the mind and drive forward to greater success in Life.

### COURSE CONTENT

The Course content given to our Participants for refreshing themselves after the Workshop is specially researched and designed by JADE. No part of the material is copied or taken from any Books or Workshops. All the materials created by JADE adhere to quality standards and are in English.

The 'ENLIVEN YOUR WORKPLACE' Workshop includes Classroom sessions, Audiovisuals, Video presentation, Activities and Games related to the topics.

ENLIVEN YOUR WORKPLACE For Employees & Staff

JADE WORKSHOPS CAN CHANGE THE LIVES OF PEOPLE FROM 'WHAT THEY ARE' TO 'WHAT THEY COULD BE,' IN OTHER WORDS 'FROM HERE TO THERE.'



### **OPPORTUNITY FOR ALL**

Each Participant is given ample opportunities to come on stage and open up and participate. Individual attention will be given to some Persons who need extra care. This is a Participation-centered Workshop and no Participant will be a mute-spectator.

### **OUR PHILOSOPHY**

Our Philosophy is 'teaching a Person to catch Fish.' We do not believe in pampering a Person or giving him/her ready-to-eat type of paraphernalia where they will not know how to manage themselves when we are not there to give them support. We will gear up Staff/Employees so that they will learn how to stand on their own feet later in Life.

### OUR EDGE

- Modules are created at the JADE Research Lab.
- C Residential Workshops held at scenic Locations (no hit-and-run philosophy).
- Faculty Members from Diverse background rich in Experience.
- Follow-up Sessions & Counseling offered.
- Workshops based on 'Learning by Doing' Methodology.
- All Workshops are Activity Oriented.
- Affordable Fees.
- Workshops for People from all walks of life.
- Works with Restricted Groups for better results.
- Only Training Organisation to stress and work on an On-going process basis.

#### SPHERE OF ACTIVITY

Our vision is very clear and our focus strong. We believe in sticking to one aspect rather than diversifying just to show might and power.

JADE conducts motivational Workshops for People from various walks of Life.

**JADE** also publishes self-Improvement Books, motivational video CDs and also brings out Colourful motivational gear [posters, cards, desktops and the like].

#### JADE SUPPORT BASE

- Brian Corrie
- Ravi Stanley
- Sonia Ramesh
- Vijay Chandra Kumar
- Steve Alphonso
- Bharthi Shetty.



JADE is the only training outfit in the Country where experts from different fields handle diverse areas of Training.

### ENLIVEN YOUR WORKPLACE For Employees & Staff

TAKE CARE OF YOUR EMPLOYEES AND THE EMPLOYEES IN TURN WILL TAKE CARE OF THE ORGANISATION EVEN IF THE BOSS IS NOT AROUND.



### JADE GOAL

Like all individuals and Organizations, we too have our goals set for the future. On one side we have a long-time goal to bring about a paradigm shift with our 'Mission' and 'Vision.'

On the other hand, we propose to educate People on the huge potential that they possess. We have our tools and techniques in place to bring out the best for one's growth and edification. Our ultimate goal is to ensure that 'every individual leaves his Footprints on the sands of time.'

This philosophy is derived from the great Indian [Chanakya] and Foreign [Peter Drucker] management Gurus who are a source of inspiration for JADE.

### TAPPING AND TOPPING

We have different types of People in the world today. We have achievers and we have losers.

We have people with tremendous potential - *who know about it, but are unable to unearth it.* We also have people who have tremendous potential – *who do not know about it.* 

This is where we play a role by helping Participants to unearth the potential in them and also bringing the latent skills that are hidden in them. We help a Participant with a potential to top his resources for his well-being. We also help People who have the potential deep inside them by tapping it for them.

Hence, we play a role in either way to help People to realize the vast resources in them. Our ultimate aim is to prove to a Participant that each one is a potential Genius.

### THE TOOLS

A Participant is helped by giving a set of tools. The tangible as well as intangible. Tips and pointers apart from audio-visuals along with activities and techniques on one side and intangible ones like Workshop material, motivational cards, self-improvement posters, CD related to subjects and books to help a Participant to hone his/her skills after the completion of the Workshop.

### DOING DIFFERENTLY

Everyone does something, some overdo it, and others do nothing. We have an edge over here. We neither overdo things, nor skip anything. Hence, we claim that we do not have any fly-by-night operations. We have researched and designed several activities in the Workshops which are relevant to the areas covered and apply them.

We however state that 'we do things very differently' and in a unique manner. That is what makes the JADE Workshops unique, popular & interesting. Our Training processes, be it live or virtual both have depth.

At JADE	
We enjoy our profession [training] and that makes all the difference!	

ENLIVEN YOUR WORKPLACE
For Employees & Staff

IN ORDER TO ACHIEVE ANYTHING OUTSTANDING IN LIFE, ONE HAS TO TRUST THE IMMENSE POTENTIAL THAT IS HIDDEN WITHIN US. - Dr. Emmanuel Anthony Das.



#### TRAINING METHODOLOGY

As in all our Workshops our methodology is 'learning by doing,' which we have been practicing since our inception as we believe in making People do so that they gain first-hand experience. We keep our presentation minimal. Our research team has not just brought out outstanding activities but has also renewed the old ones and phased out new ones so as to make them easier and more understandable.

The highlight of the activities is the way in which JADE Faculty members process it after completing it by explaining its usefulness and how it can be applied in our day-to-day Life.

### NUMBER OF PARTICIPANTS

Ideally to facilitate personal attention and ensure competence the number of Participants are restricted to 40 (with a minimum tolerance level of 10). We however do not conduct Sessions on a mass scale as that would not fulfill our criteria for effective training and thereby defeat our very purpose to empower a participating Member.

### CUSTOM MADE WORKSHOPS

Since the Target Audience are spread over various designations the module and activities will vary depending on the portfolios and their responsibilities. This Workshop is designed for the housekeeper to Facility-worker all the way through the CEO. It is simple and easy to understand with a blend of the local language [depending on the request-standards].

#### OUTCOME

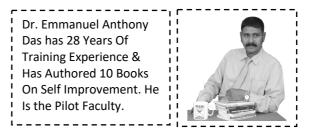
Here's Why You Should Go For The JADE 'ENLIVEN YOUR WORKPLACE' Workshop:

The outcome will depend entirely on the participating Staff. However, on completion of the Workshop a Participant is likely to carry with him/her the following treasures in general after they have adhered to the duration. We believe 'there are no shortcut to Training.'

These aspects will vary with the Topics and duration.

Good Training and development programmes help you retain the right People and grow profits.

- 1] Dedication towards the Organisation.
- 2] Will be inclined to work without being told.
- 3] Will perform better at the Job.
- 4] Will maintain quality standards.
- 5] Will be more punctual, honest and sincere.
- 6] It will be Win-win situation for both.
- 7] He/she will have job satisfaction



All outcomes will depend on the durations as we state 'the longer the duration; the better the outcome.' Shortcuts help in Techniques and not Training.

We are open to change, but we are careful about what we change and do. Our pattern of making changes is solely concerned with bringing out the best.

ENLIVEN YOUR WORKPLACE For Employees & Staff

EVERY EMPLOYEEE HAS HIS/HER OWN POTENTIAL WHICH HAS TO BE IDENTIFIED BY THE MANAGEMENT AND PUT TO USE.



### PILOT FACULTY

The JADE team is headed by Dr. Emmanuel Anthony Das, an experienced Trainer with 28 years of experience in outdoor education and experiential learning. He is the founder CEO of JADE and has authored 10 self-improvement Books.

Dr. EAD has an added advantage over the other Trainers in the Fraternity; he comes from the Marketing background and is engaged in creating modules, designing them and also facilitates it along with a personal guarantee of results.

He is also a Management-consultant and offers a comprehensive program for CEOs and Heads of either Companies that are already doing well or Organizations that are in trouble. He does a Root-cause-analysis and brings back such Companies to studiousness.

#### They are

1] **P**ARABLES FOR SUCCESSFUL LIVING. 2] **G**ET THE DREAM JOB. 3] **P**ATHFINDING. 4] **D**ISCOVER YOUR GENIUS. 5] **C**HANGE THE WAY YOU THINK. 6] **B**UILD A BETTER YOU. 7] **T**HE BEST IS YET TO BE. 8] **E**NHANCE YOUR IP SKILLS. 9] **P**OSITIVE THINKING. 10] **M**ANAGEMENT LESSONS FOR SUCCESSFUL LIVING.

Dr. Emmanuel Anthony Das has also produced 7 Motivational CDs apart from performing research, content development and heading the Organisation since its inception.

All our Faculty-members undergo a rigorous selection process and are put on probation and retained only after evaluation and feedback from Participants. The JADE Faculty bring in years of extensive first-hand industry experience and not just bookish knowledge.

#### **CREDENTIALS OF Dr. EMMANUEL.**

- Certified Trainer in Personality Development by Tap Foundation International.
- Author of 10 Books, Novelist 'Here To There.'
- CD's Meditation, Pathfinding, Personality Development, Relaxation, Sales Excellence, Problems and how to solve them, Success Tips.
- More than 100 Videos on YouTube on Self-improvement.
- > Produced Several Self Improvement Cards, Posters, Creed, TAB Cards, Sankalpas.
- > Writer for the Deccan Herald / Times of India, etc.
- > Award Winner Rotary Club of Coimbatore Vocational Excellence Award 2008.
- Excellent Motivator, Powerful Speaker.
- Voracious Reader and Creative Thinker.
- Created & Conducting 25 modules for people from all walks of life.
- Sought after Counselor.
- Innovated several Management Games and Techniques.

All our Resource-members including Dr. EAD have a penchant for Training and motivating People and that makes all the difference to our Participants.

ENLIVEN YOUR WORKPLACE For Employees & Staff

WE HAVE DIFFERENT TYPES OF PEOPLE TODAY. THE DEGREE OF THINKING DIFFERS AND HENCE WE HAVE DERIVED WISDOM FROM 'ANCIENT SAGES' TO 'MODERN MANAGEMENT GURUS.'



### VARIED TRAINING

The 'JADE ENLIVEN YOUR WORKPLACE' Workshops have been compartmentalized into two main clusters. One is for the Staff and the other for Employees, so that each group gets what they actually require. The third category of People will be the top-level decision-making ones for which Topics will be selected according to needs and implemented effectively.

### LEVELS OF TRAINING

The JADE ENLIVEN YOUR WORKPLACE will have 5 levels of Workshops.

They are:

- 1] Employee Level
- 2] Staff Level
- 3] Supervisory Level
- 4] Managerial Level
- 5] Top Managerial Level

### ACTIVITIES

- Affirmations
- Beyond Curriculum
- Brainstorming
- Case Studies
- Chargers
- Examples
- Exercises
- Games Fun / Intellectual
- Humour
- Icebreaker
- Interaction
- Management Lessons
- Object based earning
- Post Lunch Sessions
- Pledge
- Song Therapy
- Story Meditation
- Techniques
- Tit-bits
- Videos

#### Note:

Kindly note; activities will change according to the participating members and levels as the same cannot be applied to all classes of People while they are at a Workshop.

We, at JADE have made our presence felt in many parts of the World by associating with Global players to exchange know-how and expertise.

ENLIVEN YOUR WORKPLACE For Employees & Staff





WE AT JADE BELIEVE IN SELECTING TOPICS AFTER MASSIVE RESEARCH SO ALSO CONDUCTING WORKSHOPS AND GETTING A FEEDBACK FROM PARTICIPANTS:



## TOPICS COVERED

TECHNICAL - JOREL*	SOFT SKILLS - BEJOB*
Ambience	Attitude
Co-ordination	Character
Coping with work stress	Communication
Dedication	Conduct
Do's in work	Conflict Management
Don'ts in work	Creativity
Doing without being told	Decision Making
Empathy	Discipline
Enjoying one's profession	Ego
Good staff	Ethics-Principles
Getting yourself trained	Habits
In tune with times	Health
Indian working versus others	Human Relations
Involvement	Initiative
Japanese way of working	Life and living
Job Satisfaction	Manners
Kaizen	Mind
Man hours versus productive hours	Motivation
Owning workplace	Qualities
Participation	Rapport
Planning	Sportsman spirit
Putting Heart and Soul	Stress Management
Sense of belonging	Teamwork
Taking responsibility	Thinking outside box
Willing to learn	Time Management
* Job Related	*Beyond Job

Modules Can Be Structured Based On The Following Topics: Goal setting for Employees – they, we / Interview Employees / Offer Formal training – on the job / work culture / Offer informal training – stress / health / work-life balance / Coaching / Mentoring / Counselling.

**KINDLY NOTE** - The Topics mentioned above are JADE selected, however we are open to cover topics of your choice as far as it falls under the Training preview pattern. We do not do Training in entertainment aspects.

ENLIVEN YOUR WORKPLACE For Employees & Staff

WE AT JADE BELIEVE TRAINING STAFF IS AN HIGHLY EFFECTIVE SOLUTION FOR ENSURING PERFORMANCE AS WE BELIEVE 'IT'S AN INVESTMENT WORTH ITS EXPERIMENT ALWAYS.'



### DURATION

The JADE 'ENLIVEN YOUR WORKPLACE' Workshops can be classified into 3 patterns. They are:

1] Elementary – 2 Days - One run.

2] Basic – 3 Days - One run.

3] Advanced – 5 Days [Staggered 3/2].

4] Comprehensive – 7 Days [Staggered 3/2/2].

### TIMINGS

The timings will be: not later than 9.00 am and before 6.00 pm.

### ARE WE COSTLY?

Believe JADE Workshops are costly? Soft Skills Training is an investment and not a cost. Where the investment is concerned; a number of variables can influence pricing such as Accommodation, Food, Air-ticket, Visa and local conveyance. Pricing will also depend on the number of days and volume.

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### PILLARS OF STRENGTH

GULF - PETROTEK, RICHMOND MARINE, AL DIWAN GROUP, NUCAF, SELTEC, TRIOTEC, RAYMOND CONSTRUCTIONS, J & J GROUP, HYDROSOL. INDIA - McWANE INDIA, ADJ EXPORTS, INFO-GLYPTIC, AIMIL, PROFESSIONAL COURIERS, NEO-DELTA TECHNOLOGIES, ANUP ENGINEERING, TOWN ESSENTIALS, S S INDUSTRIES, HINDUSTAN LEVER, KARVY CONSULTANTS, SAFE EXPRESS, DTDC, WILLIAM HARE AND AIRCEL.

We, at JADE believe if we have a committed Workforce the process of development, quality and the like will never be a problem, there will be growth.

ENLIVEN YOUR WORKPLACE For Employees & Staff



Sales Training.

Motivational Videos – Script-Edit-Shoot-Upload.

**Customized Workshops.** 

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