

## **Illustrative List of Trainings done by Kapgrow**

We can design and deliver various **customized modules** for your organization on any topic you may desire. An **illustrative list of topics** is given below:

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### **Training Topics**

1. Achieving Excellence
  2. Business Etiquettes & Professionalism
  3. Business Communication Skills
  4. Change Management
  5. Compliance Management (Any law)
  6. Conflict Resolution
  7. Continual Improvement
  8. Contract Management
  9. Creating Customers' Delight
  10. Creating Employees' Delight
  11. Customer Relationship Management
  12. Decision Making
  13. Drafting Contracts and agreements / Legal documents
  14. E-mail Etiquettes
  15. Finance for non-finance executives
  16. Goal Setting
  17. Health and Wellness
  18. Healthy Habits
  19. Indirect Taxation
  20. Innovation & Creativity
  21. Interviewing Skills
  22. Leadership
  23. Management Development Programmes
  24. Managerial Effectiveness
  25. Managing Creativity
  26. Managing Emotions
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27. Managing Health
28. Managing People
29. Managing Relations
30. Negotiation Skills
31. Performance Management
32. Personality Development
33. Positive Thinking
34. Presentation Skills
35. Prevention of Sexual Harassment
36. Safety First
37. Self-Motivation
38. Selling Skills
39. Stress Management
40. Strategic Planning
41. Tax planning for salaried executives
42. Team work
43. Time Management
44. Work Life Balance

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**We can also arrange outbound trainings for you.**

*Further, in case you wish to conduct training on any other topic, please let us know and we would be glad to design a module for you.*

At any given session conducted by Trainers from Kapgrow, we have always received an excellent feedback and requests for more such sessions as the participants learn many things which help them in their professional as well as personal life. They gain insight into many dimensions of life and management.

I assure you that the target audience would be having a lot many takeaways from the session and would request you for more such sessions for them as

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well as their team members.

**We have helped many of our clients to implement changes or go through transitions by way of our training sessions wherein we drive the messages desired by the Management in a way that is not obvious to the audience. We have also achieved many milestones for clients which they were struggling to get. The same can be discussed at a meeting.**

**To conduct any of the specially customized Trainings at your Organization / unit anywhere in India, Please connect with us:**

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