

CORPORATE SERVICES PROFILE



CORPORATE LEARNING INSTITUTE

TRAINING AND CORPORATE DEVELOPMENT

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About Corporate Learning Institute

Corporate Learning Institute (CLI) was launched in response to the ever increasing demand for professional support in management skills, soft skills training and corporate development. Our team has experience in creating learning programmes for profit, nonprofit, public and government organisations. CLI's key success factors are well-developed training design, flexible tailor-made courses depending on clients' desirable output and unique training delivery style and evaluation assessment systems. We offers exceptional learning solutions across a range of sectors, designed to engage learners at an organisational, team or individual level.

Our Vision Statement

To be the most desired learning solutions provider for individuals and organizations through quality training and corporate development services in Myanmar.

Our Missions

- Must meet our participant's needs and allow them to improve their current work situation better according to their desired output.
- Must be a professional organization providing for training and corporate development services to individuals and organizations in order to help their services to be quality, to be on target and to be enjoyed.
- Must be accepted, appreciated, and honored according to their individual needs and achieve recognition on services.

Our Values

- Credible Accountability
- Learning Excellence
- Innovative Changes

Our Clients and Partners

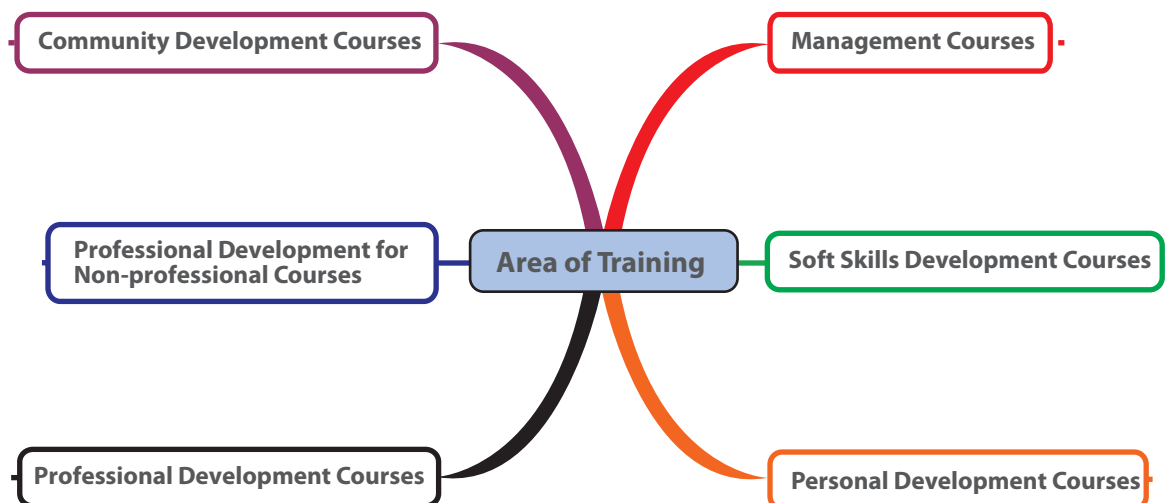
We provide our services for a wide range of organizations including Government Ministries, International & Local Non-Government Organizations, Public Organizations, and Private Business Organizations & Companies.



Corporate Training Services

Corporate Learning Institute (CLI) designs and delivers training courses tailored to meet the needs of specific organizations. These courses can be tailored to time you have available-one day, one week- or they can be run as modular courses over a longer period of time.

"Contents, Time, Date, Duration, Venue- The Choice is Yours..."



Public Training Services

All of our trainings are available on an in-house basis. In addition, our most popular trainings are also available as public courses. We conduct these trainings according to our CLI's training calendar. Kindly see some of public course below

No	Program	Duration	Class Size	Target Audience
1.	Personal Development	3 days	Up to 25	Junior & Middle Management
2.	Developing Your Personal Brand	2 days	Up to 25	Middle Management
3.	Self-Management	2 days	Up to 25	Junior Management
4.	Effective Communication Skills	3 days	Up to 25	Junior Management
5.	Team Building	3 days	Up to 25	All Level
6.	Building Team Through Effective Communication	3 days	Up to 25	Junior Management
7.	Developing Effective Leadership Skills	3 days	Up to 25	Junior Management
8.	Competencies of Great Leader	2 days	Up to 25	Middle Management
9.	Leading Successful Change	2 days	Up to 25	Middle & Top Management
10.	Fellowship	2 days	Up to 25	Junior Management



11.	Start up your Own Business	5 days	Up to 20	Existing Business Owner or Aspiring Entrepreneur
12.	Basic Business Skill Improvement	5 days	Up to 20	Existing Business Owner or Aspiring Entrepreneur
13.	Introduction to Business Management	3 days	Up to 20	Existing Business Owner or Aspiring Entrepreneur
14.	Creating Successful Business Plan	5 days	Up to 20	Existing Business Owner or Aspiring Entrepreneur
15.	Human Resource Management	3 days	Up to 25	Junior & Middle Management
16.	Recruitment and Selection	2 days	Up to 25	HR & Line Managers
17.	Performance Management	2 days	Up to 25	HR & Line Managers
18.	Learning and Development	2 days	Up to 25	HR & Line Managers
19.	Principles of Marketing (Part-1)	2 days	Up to 25	Junior & Middle Management
20.	Principles of Marketing (Part-2)	3 days	Up to 25	Junior & Middle Management
21.	Marketing Management (Part-1)	3 days	Up to 25	Middle Management
22.	Marketing Management (Part-2)	3 days	Up to 25	Middle Management
23.	Fundamentals of Selling	3 days	Up to 25	Junior Management
24.	Selling Skills	2 days	Up to 25	Junior Management
25.	Effective Merchandising	2 days	Up to 25	Junior Management
26.	Marketing for Non-Marketing Managers	3 days	Up to 25	Middle Management
27.	HR for Non-HR Manager	3 days	Up to 25	Middle Management
28.	Office Administration	2 days	Up to 25	Junior & Middle Management
29.	Customer Service 101	3 days	Up to 25	Junior Management
30.	Creating Excellent Customer Service	2 days	Up to 25	Middle Management
31.	Presentation and Public Speaking	3 days	Up to 25	Junior & Middle Management
32.	Project Management Fundamentals	3 days	Up to 25	Middle Management
33.	Coaching for Superior Performance	2 days	Up to 25	Middle Management
34.	Mindset and Attitude in the Workplace	2 days	Up to 25	Junior & Middle Management
35.	Foundation of General Management	3 days	Up to 25	Middle Management
36.	Planning and Organizing Skills	2 days	Up to 25	Middle Management
37.	Report Writing	2 days	Up to 25	Junior & Middle Management



No	Program	Duration	Class Size	Target Audience
38.	Proposal Writing	2 days	Up to 25	Junior & Middle Management
39.	Community Development Process	2 days	Up to 25	Field Officer
40.	Community Facilitation	3 days	Up to 25	Field Officer, Field Staff
41.	Project Cycle Management	3 days	Up to 25	Middle Management
42.	Monitoring and Evaluation	2 days	Up to 25	Middle Management
43.	Social Mobilization	3 days	Up to 25	Field Officer & Field Staff
44.	Participatory Rapid Appraisal	3 days	Up to 25	Field Officer & Field Staff
45.	Train the Trainer Program	5 days	Up to 20	Middle Manager, Trainers
46.	Training of Facilitative Trainer	7 days	Up to 20	Middle Manager & Trainers
47.	Executive Development Program	5 days	Up to 25	Top Management
48.	Management Development Program	5 days	Up to 25	Middle Management
49.	Supervisory Development Program	5 days	Up to 25	Front Line Management
50.	Pre-employment Skills Development Program	5 days	Up to 25	Fresh Graduates
51.	Supervisory Development Program	5 days	Up to 25	Front Line Management
52.	Pre-employment Skills Development Program	5 days	Up to 25	Fresh Graduates
53.	Managerial Skills Development Program	12 days	Up to 25	Middle & Senior Management
54.	Corporate Soft Skills Development Program	14 days	Up to 25	Corporate Staff Members
55.	Entrepreneurial Skills Development Program	7 days	Up to 20	Young Entrepreneurs
56.	Life Skills Development Program	10 days	Up to 25	Youths and Fresh Graduates
57.	Employability Skills Development Program	7 days	Up to 25	Fresh Graduates
58.	Essential Skills for Development Professional	12 days	Up to 25	INGOs, NGOs, CBOs Staff
59.	Practical Facilitation Skills Development Program	7 days	Up to 20	Trainers, Facilitators, Educators, OD Specialists & Change Agents
60.	Youth Leadership Development Program	7 days	Up to 25	Fresh Graduates and Youth Leaders

Corporate Instructional Design Services



“Every company is different and therefore every bespoke course is unique.”

We go through a rigorous process to understand the business context for the course and learning needs of the delegates. This process will be a dialogue between client and CLI to access specific challenges and desired outcomes, working in close collaboration ensure that you are satisfied with the proposed course contents for the whole organization.

Training Methodology and Program Design

Our training programmes are designed to provide participants with an active and relevant learning experience. We always practice the Principles of Adult Learning and follow the practices of Action Learning Cycle (ALC). We are keen to conduct the training in interactive ways by using the tools and methods of Facilitation.

Our resources and methodologies include:



Powerpoint presentation



Flip chart use



Video presentation



Small / Large group discussions



Participant lead presentations



Relevant and concise course materials



Role plays and business simulations



Customized case studies



Interactive group exercises and discussions



Structured learning exercises



Conceptual activities



Action learning activities

Team Building Services



A team-based approach is fundamental to most modern organizations. We design and deliver innovative team building sessions using experiential activities to facilitate improved team performance and growth. We work with teams at different stages of their development and provide a supportive and inclusive environment where self-awareness increases and behavior changes begin.

Meeting & Workshop Facilitation Services

A productive meeting and workshop require careful up-front planning, rigorous preparation and skilled facilitators. We offer the full range of professional services to deliver a successful meeting and workshop from planning to delivery.

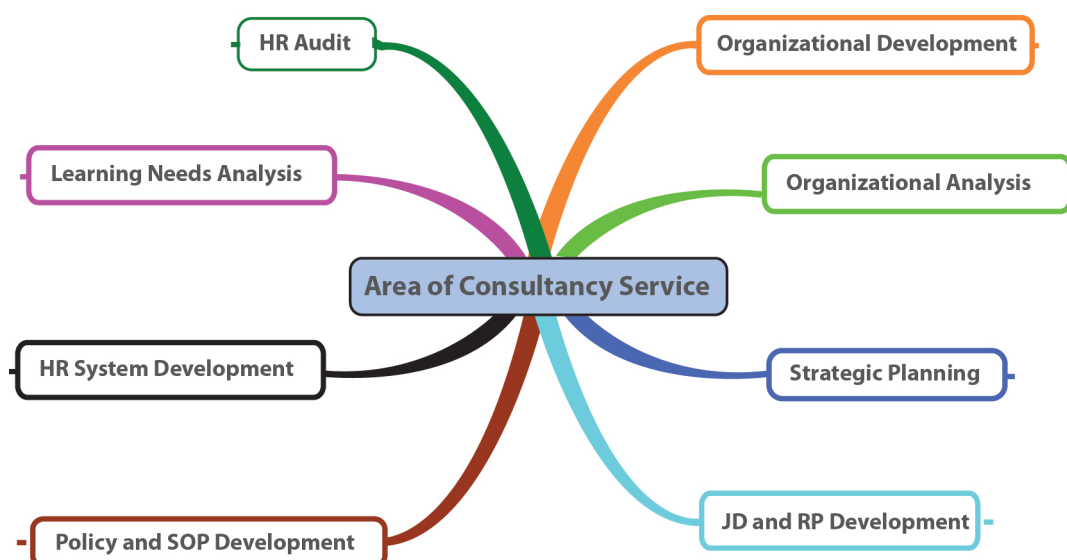
Retreat Facilitation Services

"Better decisions, Better actions, Better results."

Maximize your team's time together with purposeful and productive retreat, we provide complete design and facilitation services for retreat of any size - half-day, full-day and multi-day session depending on your choice.

Consultancy Services

Our consultancy service brings you benefits of development options tailored to your needs and specific to your situation. We, CLI, exercise the Process Consultancy Approach in every change. We consult the process by holding hands with clients. We provide a wide range of consultancy services, such as:



Personal Development



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Learning Contents

- Personal Development
- Private Victory
- The Habit of Personal Vision
- The Habit of Personal Leadership
- The Habit of Personal Management
- Public Victory
- The Habit of Interpersonal Leadership
- Principles of Empathic Communication
- The Habit of Creative Cooperation
- The Habit of Renewal
- The Seven Habits Paradigm

Build Your Personal Brand

Learning Contents

- What is Personal Brand?
- Reasons for Branding
- Personal SWOT Analysis
- Understanding your Personality
- Understanding your Values
- Multiple Intelligences
- Define your Identity
- Skills Audit
- Personal Branding Canvas



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Self-Management

Learning Contents

- Knowing Yourself
- Self Management
- Johari Window Model
- Understanding your Personality
- Understanding your Values
- Personal SWOT
- Multiple Intelligences
- Define your Career Goal
- Skill Audit
- Career Development Plan
- Managing your Time



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Effective Communication Skills



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Learning Contents

- Why Communication is important?
- Communication Process
- Types of Communication
- Perspectives in Communication
- Communication Model
- Listening Skill
- Questioning Skill
- Feedback Skill
- Improving Communication Skills

Team Building



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Learning Contents

- Meaning and Nature of Team
- The Difference Between Team and Group
- Team Development Process
- Characteristics of Effective Team
- Team Behaviors
- Team Communication
- Team Coordination
- Trust Building in a Team
- Team Leadership Styles
- Team Problem Solving
- Team Decision Making

Building Team Through Effective Communication

Learning Contents

- Nature of Team
- Building a Successful Team
- Team Development Process
- Effective Communication in a team
- Choosing Communication Channel
- Asking Question Effectively
- Active Listening Skill
- Team Coordination
- Building Trust among Team Members
- Team Leadership Window
- Team Problem Solving
- Team Decision Making
- Dealing with Team Members



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Developing Effective Leadership Skills



Learning Contents

- The significance of Leadership
- Management and Leadership compared
- Qualities of Leadership
- Functions of Leadership
- Leadership Skills
- Effective Followership
- Powers of a Leader
- Strategic Responses of a Leader
- Intelligence of a Leader
- 21st Century Leadership

THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Competencies of Great Leader

Learning Contents

- Meaning of Leadership
- The Difference Between Management and Leadership
- Characteristics of a Great Leader
- Leading with Heart and Brain Consistently
- Leadership Loop
- Leadership Styles
- Powers of a Leader
- Functions of a Leader
- Situational Leadership Model
- Intelligences of a Great leader



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Leading Successful Change

Learning Contents

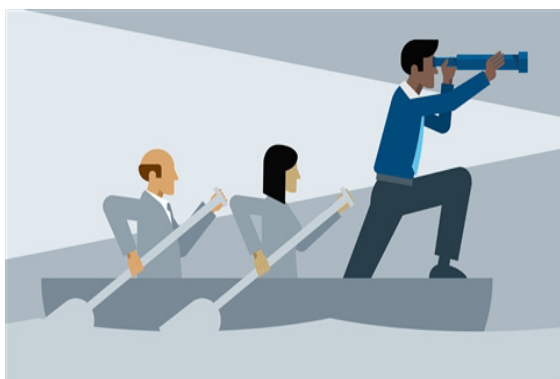
- Meaning and Nature of Change
- Types of Change
- Force Field Analysis
- Barriers to Change
- Change Strategies
- Overcoming Resistance to Change
- Change and Consultation
- Developing Change Model
- Organizational Analysis
- Change and OD



THE PROGRAM

Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Followership



Learning Contents

- What is Followership and who is Follower?
- Two Dimensions of Followership
- Five Types (or) Styles of Followers
- Four Common Reasons of Following Leader
- Ten Rules of Good Followers
- Four Ways to Influence your Leader

THE PROGRAM

Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Start Up your Own Business

Learning Contents

- Personal Entrepreneurial Characteristics
- Business Plan Puzzle
- Selection of Best Business Idea
- Analysis on Business Idea
- Market Segmentation, Targeting and Positioning
- Organization and Management Plan
- Total Cost and Cash Management
- Financial Planning
- Create a Successful Business Plan



THE PROGRAM	
Duration	5 days
Total Learning Hours	40 Hours
Participants Size	Up to 20

Basic Business Skill Improvement



THE PROGRAM	
Duration	5 days
Total Learning Hours	40 Hours
Participants Size	Up to 20

Learning Contents

- Understanding Basic Concepts of Entrepreneurs
- Identifying the Personal Strengths
- Dealing with Different Actors
- SWOT Analysis and Strategy Matrix
- Goal Setting
- Generating a Business Idea
- Business Plan Puzzle
- Basic Elements of Marketing
- Cost Categories and Cash Management
- Working in a Team and Organization
- Effective Time Management
- Successful Delegation

Introduction to Business Management



THE PROGRAM

Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Learning Contents

- Self-awareness
- Goal Setting
- Johari Window Model
- Personal Balance Sheet
- Cooperation with Others
- Marketing
- Cost Categories
- Break Even Story
- Managing your Business
- Time Management and Delegation
- Analysis on your Business

Creating Successful Business Plan

Learning Contents

- Personal Entrepreneurial Characteristics
- Finding the Best Business Idea
- Analyze the Business Idea
- Analyze your Market and Competitors
- Create a Marketing Plan
- Create a Production Plan
- Structuring your Organization
- Financial Planning
- Create a Successful Business Plan



THE PROGRAM

Duration	5 days
Total Learning Hours	40 Hours
Participants Size	Up to 20

The Practice of Human Resource Management



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Learning Contents

- The Concept of HRM
- People Resourcing
- The Practice of Learning and Development
- The Practice of Performance Management
- The Practice of Reward Management
- The Practice of Employee Wellbeing
- HR Skills

Recruitment and Selection

Learning Contents

- Recruitment and Selection Policy
- Recruitment and Selection Framework
- Raising a Hiring Requisition
- Identifying Recruitment Channels
- Internal Recruitment
- Selection Methods
- Conducting an Interview
- Recruitment and Selection Tools



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Performance Management

Learning Contents

- Responsibilities for Performance
- What is Performance Management?
- Basic Performance Management Cycle
- Employees Want
- The Performance Management Process
- Performance Review and Appraisal
- Managing Performance Improvement
- Solving Tougher Performance Problems



THE PROGRAM

Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Learning and Development



THE PROGRAM

Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Learning Contents

- Learning and Development Defined
- Components of Learning and Development
- Learning Theories
- Learning Styles
- Organizational Learning
- The Practice of Learning and Development
- Approach to Learning and Development

Principles of Marketing (Part-1)

Learning Contents

- Creating and Capturing Customer Value
- Partnering to Build Customer Relationships
- Managing Marketing Information to Gain Customer Insights
- Consumer Markets and Consumer Buyer Behavior
- Business Markets and Business Buyer Behavior



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Principles of Marketing (Part-2)



Learning Contents

- Customer-Driven Marketing Strategy
- Building Customer Value
- New Product Development and Product Life-Cycle Strategies
- Major Pricing Strategies
- Marketing Channels
- Integrated Marketing Communications Strategy
- Building Direct Customer Relationships

THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 20

Marketing Management (Part-1)



Learning Contents

- Defining Marketing for the 21st Century
- Developing Marketing Strategies and Plans
- Collecting Information and Forecasting Demand
- Conducting Marketing Research
- Creating Long-term Loyalty Relationships
- Creating Brand Equity
- Crafting the Brand Positioning

THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Marketing Management (Part-2)

Learning Contents

- Setting Product Strategy
- Designing and Managing Services
- Developing Pricing Strategies and Programs
- Designing and Managing Integrated Marketing Channels
- Designing and Managing Integrated Marketing Communications
- Managing Mass Communications
- Managing Personal Communications



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Fundamentals of Selling



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Learning Contents

- Selling and Salesperson
- Personal Selling
- Personal Selling Process
- Planning the Sales Call
- Sales Presentation Methods
- Designing the Sale Forces
- Managing the Sale Force
- Using Sale Time Effectively
- Motivating Sales Representatives

Selling Skills

Learning Contents

- Sales and Sales Management
- Consumer Buying Behavior
- Selling Process
- Sales Planning
- Selling Steps
- Sales Communication
- Sales Presentation
- Negotiation Skill
- Sales Closing
- Objection Handling



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25



Effective Merchandising

Learning Contents

- Merchandising Vs. Advertising
- Understanding Consumer Behaviour at Retail Outlet
- Principle of Merchandising
- Merchandising Technique
- Location of Merchandise Categories
- Critical Points of Merchandising
- Design, Layout and Visual Merchandising
- Creating a Store Environment



THE PROGRAM

Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Marketing for Non-Marketing Managers



Learning Contents

- **Introduction to Marketing**
- What is Marketing?
- The Importance of Marketing Within an Organisation
- **Environment Analysis**
- **Understanding your Customers**
- Segmenting the Market
- Profiling Your Customers
- Targeting and Positioning
- **Introduction to the Marketing Mix**
- Understanding What is Product and its Components
- Different Pricing Strategies
- Introduction to The Promotional Mix

THE PROGRAM

Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

HR for Non-HR Manager

Learning Contents

- Defining Human Resources
- The HRM role of line managers
- The role of the HR function
- Selecting and Orienting Most Qualified Candidates
- Conducting Performance Appraisal
- Training and Developing Subordinates
- Identifying and Managing the Reward System



THE PROGRAM

Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Office Administration



THE PROGRAM

Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 20

Learning Contents

- Introduction to Office Administration
- Functions of Administration
- Different Tasks of Administration
- Skills and Qualities of Administrator
- External Office Communications
- Effective Internal Customer Care
- General office Management
- Physical Resources Management
- Office Safety Management
- Time Management for the Busy Office Professional

Customer Service 101



Learning Contents

- Nature of Customer Service
- The Basis of Customer Service
- Effective Communication with Customers
- Relationship Building
- Putting your Customers First
- Difficult Customer Contacts
- The Total Package
- Always Be your Best

THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Creating Excellent Customer Service

Learning Contents

- Customer Service Defined
- Expectations of Customer
- Keeping Internal Customers Satisfied
- Building Healthy Relationship with Customer
- Customer Satisfaction and Delight
- Complaints Handling
- Customer Retention Strategies



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Presentation and Public Speaking



Learning Contents

- Communication Concept
- Types of Presentation
- Characteristics of Effective Presentation
- Steps for Effective Presentation
- Basic Types of Public Speaking
- Strategies for Becoming a Better Speaker
- Essential Skills for Presenter
- Don'ts for Presenter
- Dealing with Questions

THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Project Management Fundamentals

Learning Contents

- Definition of Project
- Definition of Project Management
- Project Characteristics
- Objectives of Project Management
- Importance of Project Management
- Project life cycle and its Phases
- Project Audit
- Process of Project Management



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Coaching for Superior Performance

Learning Contents

- Understanding Coaching
- Benefits of Coaching
- Coaching Approaches
- Competencies for Effective Coaching
- The Coaching Wheel
- Coaching Process (G.R.O.W)
- Giving Feedback Effectively
- Learning to Listen
- Asking Questions
- Observation Skill



THE PROGRAM

Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Mindset and Attitude in the Workplace



THE PROGRAM

Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Learning Contents

- Mindset: The Psychology of Success
- Two Mindsets
- Motivation Framework Supporting Mindsets
- What is Attitude?
- Factors that Determine Attitude
- Types of Attitude
- Components of Attitude
- The Can Do Attitude
- Changing Attitude in the Workplace
- Assertive Behaviors in the Workplace

Foundation of General Management

Learning Contents

- Meaning and Nature of Management
- Functions of Management
- Planning in Organization
- Organizing in Organization
- Staffing in Organization
- Directing in Organization
- Controlling in Organization
- 14 Principles of Management
- Managing your Time
- Problem Solving and Decision Making Skill



THE PROGRAM

Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Planning and Organizing Skills



Learning Contents

- Why do we Need to Plan?
- Management Planning Process
- SMART Goal Setting
- Resource Allocation
- Organizing Process
- Skill Needed for Successful Planning and Organizing

THE PROGRAM

Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Report Writing



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Learning Contents

- Purpose of Reporting
- Different Purposes of Reports
- Creating Structure of a Report
- Preparation and Planning
- Data Collecting and Handling Information
- Achieving a good style of Reports
- Improving the Presentation of your Report
- Common Types of Report
- Professional Writing

Proposal Writing

Learning Contents

- Why Proposal is Important?
- Why Proposal Fails?
- Factors Need to Consider in Writing Proposal
- Elements of a Proposal
- Approaches to Write a Proposal
- Situational Analysis
- Work Breakdown Structure
- Budgeting



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Community Development Process



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Learning Contents

- What is Community?
- Community Development
- Community Development Process Model
- Community Participation
- Building Trust in Community
- Facilitation Skills in Community Communication Process
- Community Leadership
- Community Meeting Management
- Participatory Decision Making

Community Facilitation

Learning Contents

- Community Development
- Community Participation and Accountability
- Trust building
- The Important of Facilitation in Community Development
- Facilitation Skills
- Facilitation Methods
- Community Meeting Management



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Project Cycle Management

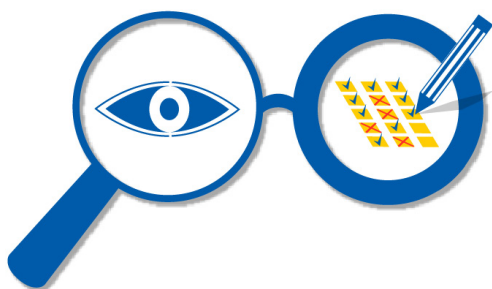
Learning Contents

- Introduction to Project Cycle Management
- Project Assessment
- The Analysis Phase
- The Planning Phase
- The Implementation Phase
- Using the Logical Framework
- Monitoring and Evaluation



THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Monitoring and Evaluation



THE PROGRAM	
Duration	2 days
Total Learning Hours	16 Hours
Participants Size	Up to 25

Learning Contents

- Meaning and Nature of Monitoring and Evaluation
- Purpose of Monitoring and Evaluation
- Logical Frame Work
- Types of Monitoring
- Monitoring Questions
- Evaluation Questions
- Monitoring and Evaluation Plan
- Participatory Monitoring and Evaluation Strategies

Social Mobilization

Learning Contents

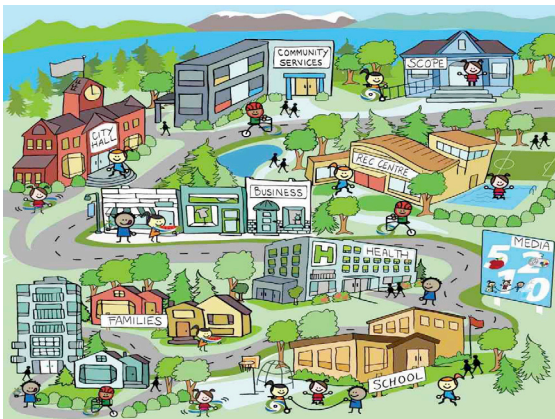
- What is Community ?
- Community Development Process
- Participation Process
- What is Social Mobilization?
- Levels of Mobilization
- Social Mobilization Cycle
- Community Assessment Tools
- Community Management
- Focus Group Discussion



THE PROGRAM

Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 20

Participatory Rapid Appraisal



Learning Contents

- Community Participation
- Enhancing Participation through Facilitation
- History and Application of PRA Tools
- Time Related PRA Tools
- Space Related PRA Tools
- Social Related PRA Tools

THE PROGRAM

Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Train the Trainer



THE PROGRAM	
Duration	5 days
Total Learning Hours	40 Hours
Participants Size	Up to 20

Learning Contents

Planning for Training

- Assessing Training Need
- Developing Training Design
- Training Logistics

Conducting the Training

- Providing a Learning Environment
- Establishing Trainer/ Trainee Relationships
- Facilitation Tools and Techniques
- Training Facilitation Methods to use
- Practice Make Perfect

Managing the Trainees

- Handling Dynamic Group
- Managing Different Situations/ Difficult Trainees

Assessing the Training

- Assessing Trainees
- Follow up from Training

Training of Facilitative Trainer

Learning Contents

- KASH Concept
- Action Learning Cycle
- Learning Methods and Styles
- Teaching vs. Facilitation
- Comfort, Stretch, Panic Zone – Tempo/ Energy
- Space, Process, Outcome, Time
- Skills and Attitude of Facilitator
- Elements of Successful Learning
- Facilitator Tool Kit
- Scenario-Based Practical Exercise



THE PROGRAM	
Duration	7 days
Total Learning Hours	56 Hours
Participants Size	Up to 20

Executive Development Program



Learning Contents

- Modern Management
- Leading with Strategy
- Organisational Diagnosis
- Organization Development Programs
- Organisational Dynamics
- Change Models
- The Steps to Effective Change
- The Benefits of Change
- Planning the Change Programs
- Organisational Transformation

THE PROGRAM	
Duration	3 days
Total Learning Hours	24 Hours
Participants Size	Up to 25

Management Development Program

Learning Contents

- Meaning and Nature of Management
- Functions of Management
- Planning in Organization
- Organizing in Organization
- Staffing in Organization
- Directing in Organization
- Controlling in Organization
- 14 Principles of Management
- Management for the 21st Century
- Managing your Time
- Problem Solving & Decision Making
- Decision Making Strategies
- Costing and Cash Management



THE PROGRAM	
Duration	5 days
Total Learning Hours	40 Hours
Participants Size	Up to 25

Supervisory Development Program

Learning Contents

- Definition and Role of a Supervisor
- Competencies of an Excellent Supervisor
- Johari Window Model
- Effective Communication
- Assertive Skills
- Listening Skills
- Questioning Skills
- Observation Skills
- Building and Maintaining a Team
- Motivation Skills
- Good Followership
- Leadership Skills
- Problem Solving Techniques
- Managing Time



THE PROGRAM

Duration	5 days
Total Learning Hours	40 Hours
Participants Size	Up to 25

Pre-employment Skills Development Program



THE PROGRAM

Duration	7 days
Total Learning Hours	56 Hours
Participants Size	Up to 25

Learning Contents

- Understanding Personality Types
- Understanding Multiple Intelligences
- Managing Yourself
- Career Development Planning
- Effective Teamwork
- Good Followership
- Effective Communication
- Time Management
- Presentation Skills
- Customer Awareness
- Basic Organizational Knowledge
- Creating Effective Resumes
- Job Application and Interviews
- Work Ethic
- Work Related Attitudes

Managerial Skills Development Program



THE PROGRAM

Duration	12 days
Total Learning Hours	96 Hours
Participants Size	Up to 25
Target Participants	This twelve-day program is designed for anyone who would like to enhance their managerial skills and practices required to take their organizations to the next level.

Program Outlines

- Module (01) Fundamentals of Management
- Module (02) Managing Oneself
- Module (03) Effective Team Management
- Module (04) Leadership Skills
- Module (05) Interpersonal Skills
- Module (06) Observation and Feedback Skills
- Module (07) Improve Your Public Speaking Skills
- Module (08) Problem Solving and Decision Making Skills
- Module (09) Conflict Resolution and Negotiation Skills
- Module (10) People Management Skills
- Module (11) Meeting Facilitation Skills
- Module (12) Coaching for Performance
- Module (13) Basic Finance and Budgeting
- Module (14) Improving Your Team's Work Ethic
- Module (15) Growth Mindset at Work
- Module (16) Creating Great Workplace Attitude

Corporate Soft Skills Development Program

THE PROGRAM	
Duration	14 days
Total Learning Hours	122 Hours
Participants Size	Up to 25
Target Participants	This fourteen-day program is designed to challenge employees to discover their full potentials as well as acquire appropriate skills that would enable them bring out their best in every situation at work and in personal life towards achieving highest performance.



Program Outlines

- Module (01) Definition of Soft Skills
- Module (02) Building Self Confidence and Self Esteem
- Module (03) Communication Skills
- Module (04) Listening Skills
- Module (05) Questioning Skills
- Module (06) Presentation Skills
- Module (07) Teamwork Skills
- Module (08) Leadership Skills
- Module (09) Problem Solving Skills
- Module (10) Time Management Skills
- Module (11) Networking Skills
- Module (12) Negotiation Skills
- Module (13) Motivation Skills
- Module (14) Positive Assertiveness
- Module (15) Anger Management
- Module (16) Stress Management
- Module (17) Balancing Work & Life
- Module (18) Developing a Growth Mindset
- Module (19) Positive Mental Attitude
- Module (20) Personal and Organisational Ethics
- Module (21) Corporate Etiquettes

Entrepreneurial Skills Development Program

THE PROGRAM	
Duration	7 days
Total Learning Hours	56 Hours
Participants Size	Up to 25
Target Participants	This Seven-day program designed to help qualified applicants wanting to start a business or grow an existing business, and who want to write a high-quality business plan.



Program Outlines

- Module (01) Understanding Basic Concepts of Entrepreneurs
- Module (02) Identifying the Personal Strengths
- Module (03) Dealing with Different Actors
- Module (04) SWOT Analysis and Strategy Matrix
- Module (05) Goal Setting
- Module (06) Generating a Business Idea
- Module (07) Business Plan
- Module (08) Organisation and Staff Management
- Module (09) Basic Elements of Marketing
- Module (10) Cost Categories
- Module (11) Effective Communication
- Module (12) Nature and Types of Change
- Module (13) Effects of Co-operation, Competition
- Module (14) Working in a Team
- Module (15) Leadership and Management
- Module (16) Effective Time Management
- Module (17) Successful Delegation

Life Skills Development Program



THE PROGRAM	
Duration	10 days
Total Learning Hours	80 Hours
Participants Size	Up to 25
Target Participants	This ten-day program offers a comprehensive life-skills training designed for youth and young adults which covers a series of structured core competencies designed in preparation for a successful transition to adulthood.

Program Outlines

- Module (01) Understanding Yourself
- Module (02) Choosing Positive Values
- Module (03) Goal Setting and Action Planning
- Module (04) Setting Priorities, Managing Time
- Module (05) Building Self Confidence
- Module (06) Communication Skills
- Module (07) Relationships Skills
- Module (08) Assertiveness and Saying No
- Module (09) Coping with Emotions
- Module (10) Self-motivation
- Module (11) Leadership and teamwork
- Module (12) Creative Thinking and Decision Making Skills
- Module (13) Developing a Growth Mindset
- Module (14) Positive Mental Attitude
- Module (15) Personal Financial Management
- Module (16) Budgeting to Create Savings

Essential Skills for Development Professional



THE PROGRAM	
Duration	12 days
Total Learning Hours	96 Hours
Participants Size	Up to 25
Target Participants	This program is designed to support development professionals who are working in INGOs, NGOs and CBOs. This program aims at empowering the organizations to better perform internally and towards the community they serve.

Program Outlines

- Module (01) Concept of Development
- Module (02) Community Work and Community Development
- Module (03) Develop your Professional Competencies
- Module (04) Team-working and People Skills
- Module (05) Leadership Skills
- Module (06) Interpersonal and Communication Skills
- Module (07) Managing Time and Prioritizing Tasks
- Module (08) Networking with Stakeholders
- Module (09) Community Facilitation Skills
- Module (10) Project Management Skills
- Module (11) Project Monitoring and Evaluation
- Module (12) Proposal Writing
- Module (13) Negotiation and Conflict Resolution
- Module (14) Managing Anger and Controlling Negative Feelings
- Module (15) Develop a Professional Attitude and Ethic

Practical Facilitation Skills Development Program

THE PROGRAM	
Duration	7 days
Total Learning Hours	56 Hours
Participants Size	Up to 25
Target Participants	This seven-day program is suitable for Facilitators, Trainers, HR, OD or L&D Professional or change Agent looking for a program which cover the essentials of effective facilitation.



Program Outlines

- Module (1) Facilitation Fundamentals
- Module (2) Core Competencies of a Facilitator
- Module (3) Preparing, Planning and Designing a Session
- Module (4) Working Together
- Module (5) Practicing Facilitation Skills
- Module (6) Facilitation Methods
- Module (7) Getting Attention and Group Energisers
- Module (8) Participatory Decision-Making Tools
- Module (9) Assessment and Evaluation

Process Consultation

We, CLI, exercise the Process Consultancy Approach in every change. We mainly focus on process. We consult the process by holding hands with clients. The process consultant helps to analyze a business and figures out strategies for improving its day-to-day operations and overall functioning. The process consulting process involves the OD practitioner meeting the members of the department and work teams observing the interaction, problem identification skills, solving procedures. He feeds back the team with the information collected through observations, coaches and counsels individuals & groups in moulding their behaviour. The process consultant helps the client to see more clearly what is going on around organization, within organization, and between your organization and other people.

CLI'S 5-STEP PROCESS OF CONSULTATION PROGRAMS



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CORPORATE LEARNING INSTITUTE

TRAINING AND CORPORATE DEVELOPMENT



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