

COURSE CATALOGUE

Training Programs Offered PAN INDIA Level with Certified Professionals

Course Code	Course Title <i>(Click to View the Course Details in PDF Format)</i>	Course Duration
Leadership Workshops		
LED001	Coaching And Mentoring	2 - Day
LED002	Developing Leadership Voice for Presence and Impact	2 – 3 Day
LED003	Leadership Excellence	2 - Day
LED004	Leading In Crisis - Taking Command & Control of Crisis Situation & Communication	2 - Day
LED005	Managerial Skills & Execution Excellence	2 - Day
LED006	Middle Management Development	2 – 3 Day
LED007	Managing Absenteeism at Workplace	2 - Day
LED008	Managing Employees under Probation Period	2 - Day
LED009	Performance Feedback for Win-Win Outcomes	1 – 2 Day
LED010	Improving Your Managerial Effectiveness	2 – Day
LED011	Cost Reduction - Opportunities & Strategies	2 - Day
LED012	Theory Of Constraints	2 - Day
LED013	Get More Done with Fewer, More Productive Meetings	1 - Day
LED014	Project Management Excellence	2 - Day
LED015	Management & Leadership Excellence	
Presentation Skills & Public Speaking		
PS001	Inspiring Public Speaking & Presentation Skills	2 - Day
PS002	Powerful Presentation Skills & Public Speaking For Corporate Leaders & Managers	2 - Day
PS003	Advanced Presentation Skills	2 – Day
Decision Making Skills		
DMS001	Execution Excellence – By Creative Problem Solving & Decision Making	2 - Day
DMS002	Effective Situational Analysis & Problem Solving	2 - Day
DMS003	Supervisory Problem Solving & Decision Making Skills [Special Focus on EI & Change Management]	2 - Day
DMS004	Effective Decision Making - Solving Problems By Analytical & Cognitive Thinking	2 - Day

SIEGER TRAINING CONSULTANTS (P) LIMITED

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Outbound Training (Leadership & Teambuilding)

OBT001	Outbound Training	1 – 3 Day
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Negotiation Excellence

NE001	Attitude For Change Conflict Management & Negotiation	1 - 3 Day
NE002	Conflict Management & Negotiation Skills	2 - Day
NE003	Negotiation Excellence	2 - Day
NE004	Negotiation Techniques that Bring Results	2 - Day

Team Building

TB001	Operations & Execution Motivation, Problem Solving & Teamwork	2 - Day
TB002	Team building (Engineers & DET)	2 - Day
TB003	Team Building, Values & Management Excellence Workshop	2 - Day
TB004	Team Effectiveness: Stress & Time Management Workshop	1 – 2 Day
TB005	Team Motivation	1 - Day
TB006	Teaming For Excellence	1 – 2 Day
TB007	Shop Floor Motivation, Problem Solving & Teamwork	2 - Day

Instructional Excellence

IE001	Instructional Excellence – Training Planning & Budgeting	2 - Day
IE002	Instructional Excellence – Training The Trainers' For Optimal Results	2 – Day
IE003	Effective CBA Planning & Templates For Training ROI	2 - Day

Creativity & Innovation

CAI001	Analytical Thinking For Results Orientation	2 - Day
CAI002	Biz Excellence By Systemic Critical Strategic Thinking	2 - Day
CAI003	Brainstorming Thinking And Analytical Excellence	2 - Day
CAI004	Creativity & Innovation Excellence	2 - Day
CAI005	Innovation Excellence – By Thinking In New Boxes	2 - Day
CAI006	Innovation Champions Workshop	3 - Day

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Knowledge Management

KM001	Corporate Excellence Via KM & Biz Intelligence	1 - Day
KM002	Manage Your Knowledge Environment For Business Excellence	4 - Day
KM003	Strategic Knowledge Management – Maturity Model	2 – 3 Day
KM004	CKMS Certified KM Strategist	3 - Day

Change Management Excellence

CME001	Becoming a Super Change Agent	2 - Day
CME002	Change And Transformation Excellence	2 - Day
CME003	Change Management	1 - Day

Customer Handling & Selling Skills

CHSS001	Customer Centric Communication – [Level 1]	2 - Day
CHSS002	Customer Centric Communication – [Level 2]	2 - Day
CHSS003	Customer Centric Service — The Business Success Factor	2 - Day
CHSS004	Customer Focus Strategy	6 - Day
CHSS005	Customer Oriented Consulting – [Level 1]	2 - Day
CHSS006	Customer Oriented Consulting – [Level 2]	2 - Day
CHSS007	Customer Relationship Management	2 - Day
CHSS008	Complaints Management - Customer Feedback & Complaint Handling	2 - Day
CHSS009	Call Center Management - Servicing at Call Centers	2 - Day
CHSS010	Effective Selling & Enhancing Customer Care	2 - Day
CHSS011	Fire In Me - A Workshop on Motivation & Personal Effectiveness program for Dealers Sales People	2 - Day
CHSS012	Selling Skills - The Art, Science & the Psychology	2 - Day
CHSS013	Strategic Sales, Marketing, Segmentation, Targeting & Positioning	1 – 3 Day
CHSS014	Tell! Don't Sell! - Selling Skills	1 - Day
CHSS015	The STAR Principles Towards Excellent Service Mindset	2 - Day

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Telephone Etiquette		
TE001	Proper and Effective Telephone Etiquette at Work Place	2 - Day
TE002	Telephone Skills - Telephone Techniques that Win Customers	2 - Day
Human Resources Skills		
HRS001	Effective Process & Methodology in Managing Misconduct	2 - Day
HRS002	Enhancing Enterprise Excellence – Via Balanced Scorecard	2 - Day
HRS003	Enterprise Human Resources Audit	2 - Day
HRS004	Performance Excellence - Effective & Rational Performance feedback Handling Techniques	2 - Day
HRS005	Performance through Accountability	1 - Day
HRS006	Interviewing Excellence	2 - Day
HRS007	Right Hires with Behavioural Event Interviews	2 - Day
HRS008	Strategic Interviewing for Recruitment Excellence	2 - Day
HRS009	Strategic Key Account Management Excellence	2 – 3 Day
HRS010	Strategic Talent & Competency Management	1 – 3 Day
HRS011	Preventing Sexual Harassment	1 - Day
HRS012	Workplace Violence - Prevention & Response	1 - Day
Professional Excellence		
PE001	Biz Acumen Entrepreneurial Commercial Orientation	2 - Day
PE002	Empower Your Mind, Empower Your Business	1 - Day
PE003	Enterprise Transformation	2 – 3 Day
PE004	Execution Excellence – Practicing 30 Competencies	2 - Day
PE005	Emotional Intelligence	2 - Day
PE006	Personal Effectiveness	2 - Day
PE007	Personal Skills for Professional Excellence	2 - Day
PE008	Professional Excellence - By Enhancing Your Executive Presence	2 - Day
PE009	Professional Success for Women	2 - Day
PE010	Strategic Execution by Integrated Management System	2 – 3 Day
PE011	Work Etiquette & General Discipline in meeting	1 - Day

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Administrative Skills		
AS001	Administrative Enhancement Skills	2 - Day
AS002	Clerical Development Program	2 - Day
AS003	Employee Development Excellence	2 - Day
Time Mastery		
TM001	Planning & Organization Excellence	2 - Day
TM002	Time Mastery — Plan & Organize	1 - Day
TM003	Partnering with Stress	2 - Day
TM004	Stress Management	1 - Day
Communication & Influencing Excellence		
CIE001	Active Listening	2 - Day
CIE002	Assertiveness Skills	1 - Day
CIE003	Persuading And Influencing People	2 - Day
CIE004	The Power of Effective Communication & Interpersonal Skills for Professional	2 - Day
CIE005	Business Writing Skills	1 - Day
CIE006	Business Networking	1 - Day
CIE007	High Impact Workplace Influencing Skills	2 - Day
Personal Development Excellence		
PDE001	A Winning Attitude	1 - Day
PDE002	Building Ownership	1 - Day
PDE003	Corporate Yoga Retreat	2 - Day
PDE004	Cultural Ethics & Personality Development	1 -2 Day
PDE005	Building Respectful Workplace	1 - Day
PDE006	Goal Setting	1 - Day
PDE007	Power of Mind	1 - Day

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Process Oriented Course

POC001	Auditing Skills	2 - Day
POC002	Finance for Non Finance Professionals	2 – 3 Day
POC003	Integrated Management System	2 - Day
POC004	Supply Chain Management	2 - Day

Supervisory & Blue Collars Course

SBC001	Supervisory Problem Solving & Decision Making Skills [Special Focus on EI & Change Management]	2 - Day
SBC002	Supervisory Skills Development	2 - Day
SBC003	Blue Collar Associates - Personal Transformation	1 - Day

Language Course

LC001	English Language Course to BCA and FLS	60 – Hours
LC002	Spoken Hindi Language	40 – Hours
LC003	Spoken Tamil Language	60 – Hours

Microsoft Office & IT Workshop

OIT001	Advanced Microsoft Excel Workshop	2 - Day
OIT002	Basic Microsoft Excel	1 - Day
OIT003	Excel Macros (VBA) Workshop	2 - Day
OIT004	Microsoft Access Workshop	2 - Day
OIT005	Microsoft Outlook Workshop	1 - Day
OIT006	Microsoft PowerPoint Workshop	2 - Day
OIT007	Microsoft Project Workshop	2 - Day
OIT008	Office 365	1 - Day
OIT009	ITIL® Foundation	3 – 5 Days

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Lean & Six Sigma Courses

LSS001	Lean Practitioner	5 - Day
LSS002	Lean Leaders Workshop	3 - Day
LSS003	Hoshin Kanri (Policy Deployment)	3 - Day
LSS004	Six Sigma Black Belt	25 - Day
LSS005	Six Sigma Green Belt	10 - Day
LSS006	Six Sigma Silver Green Belt	5 - Day

Technical Courses

TC001	5S System	1 - Day
TC002	5S to Kaizen	2 - Day
TC003	7QC Tools for Continuous Improvement	2 - Day
TC004	8D Problem Solving Process	2 - Day
TC005	Core Tools - APQP, FMEA, and PPAP	2 - Day
TC006	Effective Root Cause Analysis [RCA]	1 - Day
TC007	Electrical and Mechanical Safety	2 - Day
TC008	Failure Mode Effect Analysis (FMEA)	2 - Day
TC009	Geometric Dimensioning and Tolerancing (GD&T)	2 - Day
TC010	ISO 9001	2 - Day
TC011	ISO 27001	2 - Day
TC012	Kaizen	2 - Day
TC013	OHSAS 18001	2 - Day
TC014	Poka Yoke to Achieve Zero Defect Manufacturing	2 - Day
TC015	Quality Management Systems	2 - Day
TC016	Statistical Process Control (SPC)	1 – 2 Day
TC017	Stock, Warehouse & Inventory Management	5 - Day
TC018	Supplier Evaluation, Selection & Management	2 - Day
TC019	Total Employee Involvement	2 - Day

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TC020	TS 16949	2 - Day
TC021	Value Stream Mapping	1 – 2 Day
TC022	Visual Work Place	1 - Day
TC023	Waste Elimination for Manufacturing to Increase Profit	1 - Day

About Sieger Training India

A leading and innovative Industry specific training company, committed to enabling the creation of success cultures within organizations. Sieger is an accredited training partner for **ASDC (Automotive Skills Development Council)**, the first sector skill council, promoted by Auto industry, approved by the Government of INDIA and funded by NSDC (National Skill Development Corporation) and Ministry of Heavy Industry. Our team of professionals has varied cross industrial background experience and our domain experts are spread across India and other Asian countries to deliver the training programs, committed to client satisfaction and the achievement of high standards of learning, utilizing a range of adult learning styles. For details you may please contact:

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