



The only way to
LEARN is to **Do It !**

T r a i n i n g B r o c h u r e

An ISO 9001:2008 Certified Company



ADROIT

an overview

Adroit Learning and Manpower Pvt. Ltd started off in 2004 in Ahmedabad. At present we have presence in Delhi & Pune. Adroit began as a small venture and took off swiftly. Very dexterously every Adroit Hand has worked towards making a mark in the extremely competitive market of Training and Recruitment. Adroit employs utmost methodical and proven process for selection and recruitment. In a very short time we have been able to accumulate a client list of 60 + Companies. And with our perseverance and quality standards we will Seeking New Horizons forever

Our Team and Infrastructure

We have a well equipped plush office of 1000 sq. feet with powerful integrated recruitment technologies and have a staff of 20+ working as Business development officer, High profile trainers, Training coordinators and administration officer. Additionally, all our trainers are experts in their core areas and bring extensive industry experience with them. We can provide trainings at pan India level and overseas also.



- Soft Skills
- Outbound Trainings
- Functional Trainings



MODULES WE OFFER

ABC of Image™

Appearance, Behavior and Communication of Image

ASAP™

Adroit-skills and Accent-rogram

ACE™

Adroit Communication effectiveness

Adroit's Reinvention Studio™

A customized makeover module.





SOFT SKILLS

- Supervisory Development Program
- Managerial Effectiveness
- Customized Induction Programs
- Personal & Professional Effectiveness
- Leadership module
- Team Building
- NLP Perspectives for YOU
- Attitudinal Revitalization
- Creativity & Problem solving
- I Care 4 U (Customer service Module)
- Time Management
- Goal Setting
- Stress Management
- Change Management

COMMUNICATION SKILLS



Presentation Skills



Business Communication



Collaborative Communication



Conflict Management



Business Etiquette & Protocol



SALES TRAINING



SIX SIGMA



PROJECT MANAGEMENT



CALL CENTER TRAINING

Functional Training



RETAIL TRAINING



ENGLISH LANGUAGE MODULE(TEFL)



IT TRAINING

Outbound Training

At Adroit we offer an experience of adventure in wilderness, hills, mountains, snow and river and a range of management games. We conduct adventure activities like **Rock Climbing, Repelling, Para sailing, Para Gliding, Water Rafting, Trekking, Tiger Lift, River Crossing, Jungle Safari, Camping and Sky Diving**





ENGLISH LANGUAGE

PROGRAM FOR CORPORATES

English language learning based on TESOL(**T**eaching **E**nglish **t**o the **s**peakers of **o**ther **l**anguages) methodology. It's a breakaway from the conventional methods of translation and grammar to the **Communicative Language Teaching (CLT)**.

A typical TESOL based, TEFL or ESOL lesson plan begins with:

- A warmer
- A context is set for the topic
- After this a listening/ reading exercise pertaining to the topic of the day is taken up and questions are based on them.
- This is then followed by a writing or a spoken exercise
- At the same time the language focus is also taken up soon after

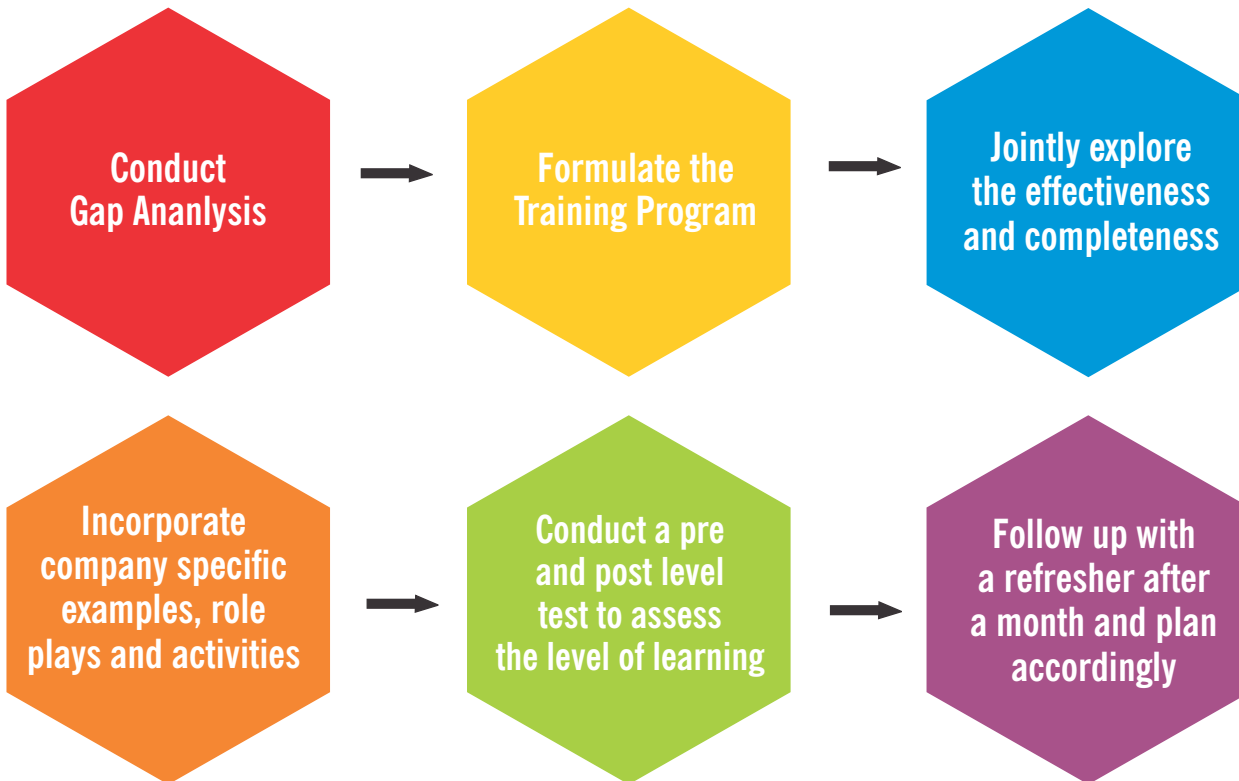
At the end of every lesson plan the trainees will practice the grammatical aspect of the lesson plan.

A background image showing several hands holding and fitting together large, light green puzzle pieces against a dark green background. The puzzle pieces are interlocking, symbolizing teamwork and problem-solving. A white diagonal line runs from the top left towards the bottom right, separating the header area from the list of interventions.

OD INTERVENTIONS

- Competency mapping
- Assessment/Development Centre
- Strategic Leadership Development, Organization Restructuring, Succession Planning.
- Supervisory Development Programs
- Managerial Development Programs
- Appreciative Enquiry
- Transactional Analysis
- Balanced Score Card
- Implementing Performance
- Management Systems

A Range of Psychometric tools like :
MBTI, Firo B, 16 PF, Belbin Team roles, OPQ-32, Hogan Assessment,
STRENGTHFINDER 2.0



Our Methodology

Customized Deliverables are based on:

The objective of the program
The products/services of the organization
The profile of the participants

• Winner Of Service Excellence Award In 2014
Among Top 25 Training Companies In India (By- Consultant Review Magazine)

Our Clientele

Our core objective is to make the best matches between client's objectives for the training and our perception, expertise and deliverance. We endeavour to build long-lasting relationships. We aspire to tie up for long term projects, need based trainings & induction training.





ADROIT LEARNING & MANPOWER PRIVATE LIMITED

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