



YOU
CAN
WIN

Shikhera

**INSTITUTE OF
LEADERSHIP AND
MANAGEMENT**

LEAD, MANAGE AND SUCCEED™

Certificate Programme in Leadership.

WINNERS

"WINNERS DON'T DO DIFFERENT THINGS,
THEY DO THINGS DIFFERENTLY."®



/ Discover the leader in YOU /

Dear Friends,

I welcome you to step into the 'Shiv Khera Institute of Leadership and Management.'

The Institute prepares people like you to become effective leaders, ready to take on important roles within organizations or to work independently. We deliver this through a distinctive curriculum shaped around the most effective and ethical expressions of leadership. It translates my vision of creating effective leaders who can manage professionally based on values and ethics.

My best wishes to you, as you embark upon a journey to success, at Shiv Khera Institute of Leadership and Management, with values of Integrity, Respect and Responsibility.

Shiv Khera

O U R

V I S I O N

**TO CREATE LEADERS WHO CAN
MANAGE PROFESSIONALLY
BASED ON VALUES & ETHICS**

O U R

M I S S I O N

**TO PREPARE GRADUATES TO
SUCCEED IN BUSINESS / CORPORATE WORLD**

O U R



• **INTEGRITY**

• **RESPECT**

• **RESPONSIBILITY**

Shiv Khera

**INSTITUTE OF
LEADERSHIP AND
MANAGEMENT**

INTRODUCTION

At **Shiv Khera Institute of Leadership and Management**, the programme content is designed to bridge the skills and competencies gap in the industry.

This programme will equip you with valuable insights to succeed in business / corporate world.

**ONE NEEDS MORE THAN PROFESSIONAL QUALIFICATIONS
/ to be a professional /**



programme content

LD101:

Build A Winner's Attitude

- Identifying attributes of a good leader.
- Factors that build attitude.
- Develop pride in performance.
- Advantages of a positive attitude.
- Consequences of a negative attitude.
- Distinguish between skill and competence
- Distinguish between Winners and Losers.
- Steps to building a positive attitude.
- Self evaluation and assessment.

LD102:

Success

- Define success.
- Understanding the laws of success.
- Factors that determine success.
- How to avoid pitfalls.
- Taking ownership.
- Problem solving & Decision making.
- Defining Universal and eternal values.
- Our credibility determines our profitability.

LD103:

Motivation

- Differentiate between inspiration and motivation.
- Motivating factors.
- Reasons people get de-motivated.
- The greatest motivator.
- Identifying the de-motivators and overcoming them.
- Do the right thing the first time every time.
- Motivate yourself and others.

LD104:

Effective Communication

- Verbal and Non-Verbal communication.
- Developing active listening skills.
- Communicating with clarity and confidence.
- Consequences of poor listening.
- Barriers to effective listening and avoiding them.
- Giving and receiving constructive criticism / feedback.
- Learning assertiveness.
- Learning to say 'no' without being offensive.

LD105:
Build High Self Esteem

- Defining self esteem.
- Identifying behavior patterns of high self esteem.
- Identifying behavior patterns of low self esteem.
- Causes of low self esteem.
- Consequences of low self esteem.
- Advantages of high self esteem.
- Steps on building high self esteem.
- Self evaluation.

LD106:
Build A Positive Personality
(Interpersonal skills)

- Identifying behavior patterns of positive personality.
- Identifying behavior patterns of negative personality.
- Factors that build trust.
- Factors that take away trust.
- Steps on building a positive personality.
- Courtesy, Etiquettes and manners.
- Self evaluation and assessment.

LD107:
Conditioning the sub-conscious mind

- Bringing positive behavioral transformation through mental conditioning.
- Understanding the power of sub-conscious mind.
- Autosuggestions and visualizations.
- Making success habitual.

LD108:
Goal Setting

- Differentiate between goals and objectives.
- Importance of goal setting.
- Reasons why people don't set goals.
- Dividing and Prioritizing your goals.
- Steps to setting and achieving goals.
- Distinguish between Activity vs. Accomplishment.

LD109:
Values and visions

- Clarifying Vision, Mission, Purpose.
- Value clarification.
- Do the right thing for right reason.
- Differentiate between Winning Vs. being a Winner.
- Differentiate between legality and ethics.
- Distinguish between old and obsolete values.
- Reinforce trust builders and avoid trust busters.
- Developing courage and resolving ethical dilemmas.
- Co-relate between integrity and self esteem.
- Creating a culture of trust and accountability.

LD110:
Time Management

- Managing time & taking charge of life.
- Prioritization & overcoming the habit of procrastination.
- Art of communicating 'No' for unproductive activities.
- Organizing and conducting effective meetings.
- Identifying Time-wasters and overcoming them.
- Basics of Delegation.
- Do's and Don'ts of delegation.

LD111:
Stress Handling

- Identifying the causes of stress.
- Identifying and implementing stress busters.
- Identifying the relationship between emotions and stress.
- Learning to handle stress and avoid burnout.
- Identifying what's at stake in relation to time and stress.
- Recognizing stress symptoms.
- Make stress work for you rather than against you.
- Steps to overcome stress.

LD112:
**Persuasion Skills
& Selling Skills**

- Persuasion Skills for Professionals.
- Detailed Understanding of Persuasion Process.
- Identifying Buying Motives & Selling Opportunities.
- Learning the Psychology of Persuasion.
- Relationship Building & getting repeat business with the customer.
- Turn NOs into YESs.
- Overcome resistance and close more sales.
- Distinguish between transactional and relationship selling.
- Do's & Don'ts of Ethical Selling.

Ld113:
Presentation Skills

- Making powerful presentations. (PPTs)

**WE CREATE LEADERS
WHO CAN MANAGE**
/ not managers who cannot lead /™



/ PROGRAMME METHODOLOGY /

- Lectures
- Group Activity and Presentations
- Role Plays
- Audio - Video Presentations

/ COURSE DURATION /

The programme will spread over

/ LOCATION /

Your Premises

/ COURSE AWARD /

Certificate Programme in Leadership

What would the programme do for you?

Upon completion of this programme you will be able to **Lead Successfully, Communicate Effectively and Manage Professionally based on Values and Ethics.**

GROW

- INTELLECTUALLY • EMOTIONALLY • FINANCIALLY
- PROFESSIONALLY • PERSONALLY • SOCIALLY

IN OTHER WORDS,
BECOME A HI-IMPACT LEADER.



FACULTY

The faculty, amongst the best in the industry, is led by Mr. Shiv Khera, an Author, Educator and Business Consultant.



**LEADERSHIP CAN BE
EXTREMELY REWARDING**

**/ or very disappointing if one does not have
the fundamentals right /**

Founder's Profile

MR. SHIV KHERA

**AUTHOR
EDUCATOR
BUSINESS
CONSULTANT**



MR. SHIV KHERA, based in USA, is an Author, Educator, Business Consultant and a much sought-after speaker.

He inspires and encourages individuals to realize their true potential. He has taken his dynamic personal messages to opposite sides of the globe, from the U.S. to Singapore. His 40 years of research and understanding has put millions on the path of growth and fulfillment.

Over **8 million** copies of his books have been sold globally including his international bestseller **"You Can Win"** in 21 languages.

His clients include **Lufthansa, HP, DHL, HSBC, Canon, Nestle, Philips, Mercedes, Johnson & Johnson, MetLife** and many more.

Tens of thousands have benefited from his **dynamic workshops internationally** in over 20 countries and **millions** have heard him as a **Keynote Speaker**. He has appeared on numerous radio and television shows.

Mr. Khera is the brand ambassador of Round Table Foundation. He has been honored by The Lions International and Rotary International.

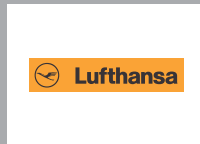
His trademark is

**"Winners don't do different things,
They do things differently."®**

Shiv Khera

**LEADERSHIP IS ABOUT
/ 90% people skills, 10% technical skills /**

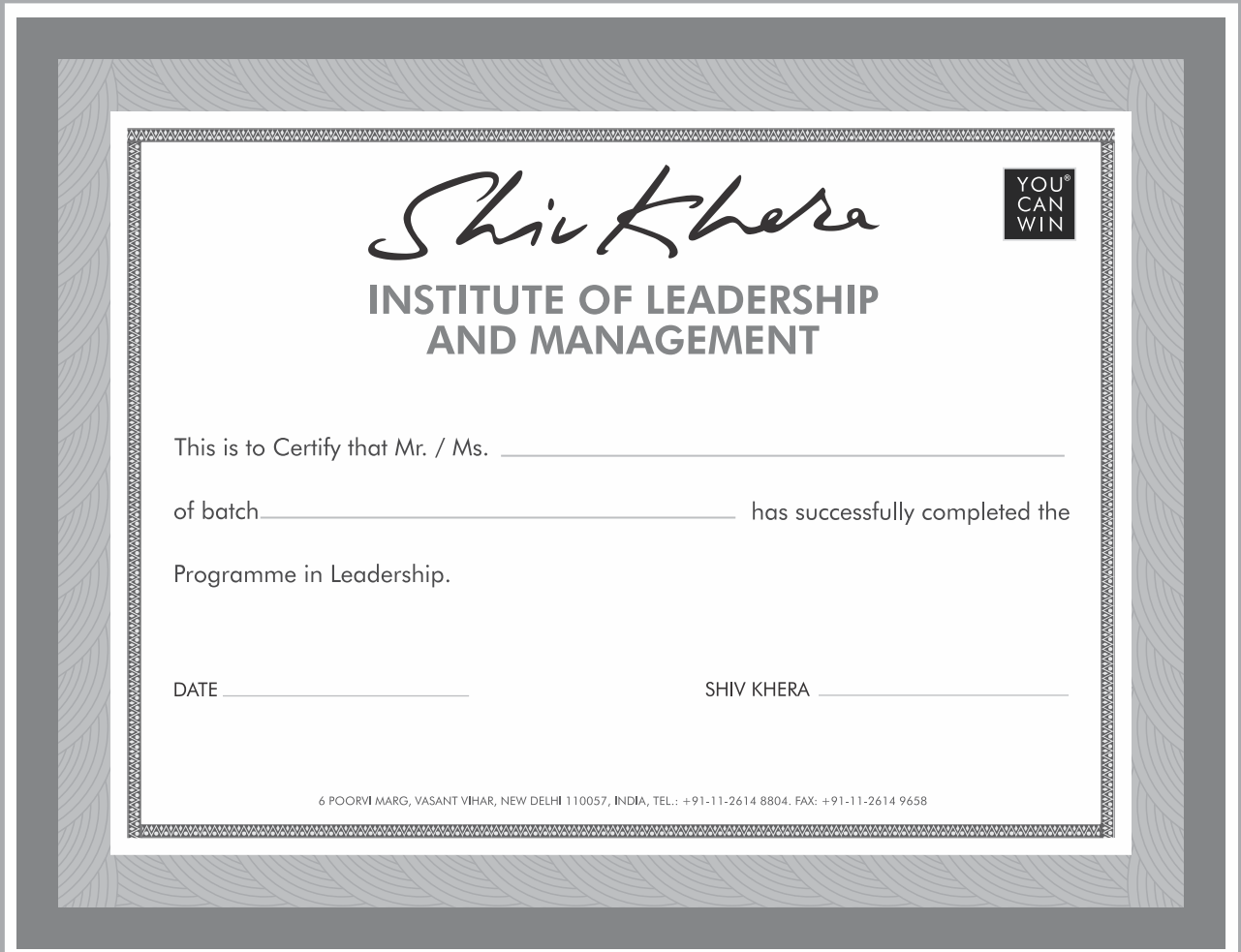
/ SOME OF MR. SHIV KHERA'S CLIENTS /



and many more...

DISCLAIMER : THESE CLIENTS HAVE NOT ENDORSED THE COURSE BEING OFFERED.
THIS LIST REPRESENTS MR. SHIV KHERA'S CORPORATE CLIENTS

Upon successful completion
of this programme, you will earn
this certificate of achievement



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AND MANAGEMENT**

**YOU
CAN
WIN**

This is to Certify that Mr. / Ms. _____
of batch _____ has successfully completed the
Programme in Leadership.

DATE _____ SHIV KHERA _____

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**WE CREATE LEADERS WHO CAN MANAGE
NOT MANAGERS WHO CANNOT LEAD™**

The saddest words in life are "I should have...."

USA / INDIA / SINGAPORE