Elevate Your Workforce

Course Objective

To be successful in this competitive market an organization needs employees that are not only subject matter expert but also possess strong soft skills. The employees must have a deep understanding of company culture, be effective communicators both within and outside the company, and constantly add value to the company's culture, strategy, vison, and goals, and its bottom line. Company's success must also reflect its employee's success.

The highly effective traits of employee's success are not necessarily a part of his/her education. Besides, every organization has a unique culture. It is essential that its employees understand the "company way" to fully contribute to its success and be successful themselves.

The objective of this workshop is to prepare employees especially the new employees, so that they are able to contribute to their utmost potential. The workshop focuses on developing a well-rounded employee who deeply understands company culture, is a strong team member, possess excellent communication skills, constantly adds value, and can manage company changes. This short course imparts the knowledge of people, process, and tools that are very effective and necessary for success.

Intended Audience

The course is intended for both new and employees of a company who want to constantly evolve themselves to achieve greater success. The new employees benefit from learning company culture, how to be an effective team member, responsible and courteous way to communicate and add value. The relatively older employees can enhance their existing soft skills and learn some new skills such as, change management. It is also recommended for the management so that it can effectively groom its workforce.

Instructional Methods

The course is offered as a ONE DAY workshop led by a team of instructors. It includes discussions and role playing where the participants work in small teams. Each team has the opportunity to lead a scenario and establish a set of activities that can be immediately put into practice to produce superior results. These conclusions are compiled at the end of the workshop and made available to the company for implementation.

Course Overview

The course starts with building an appreciation for the company culture which serves as a binding concept for the rest of the workshop. It is based upon the best practices the instructors have learned and practiced for over 30+ years. The presenters provide their own success examples and how they would act differently in a difficult situation that led to an undesirable experience.

Course Outline
The course will have the following 5 modules
1. Cultural Immersion
   a. Company Core Values
   b. Vision and Strategy
   c. Process of Culture Immersion

2. Be a Team Member – Show that you care
    a. Essential Team Characteristics
    b. Trust and Respect
    c. Professionalism
3. Communicate
    a. Authenticity, Conviction, and Transparency
    b. Impromptu Verbal Communication
    c. Written communication - email composition
4. Add Value
    a. Understanding Revenue Streams
    b. Where is the most ROI (Return on Investment)?
    c. Finding and adding value
    d. Adding value at different levels – personal, team, organization
5. Change Management
    a. Introducing Change
    b. Personal Change Management Aspects – Emotional and Behavioral
    c. I do not fit the culture – Finding Mentoring Support

Prerequisites: None

Course will be most valuable to the new employees. The current employees will also benefit greatly by having an exposure to new ideas about people, process, and tools.

Keywords: Elevate, Work Force, Culture, Employees, Communication, Value Add, Teamwork, Process, Success, Change, Management, Company, Growth, Prepare

Materials - Course notes containing slide presentation

Logistics: A class room with a computer and a digital projector, Flip Charts, Offering dates and times flexible, negotiable, max students

Biographical Information on Instructors:

Bhushan Gupta has a combined thirty years of experience in industry and academia. He believes that change in inevitable and requires adaptation. He has faced the challenges of leaving country, changing his disciplines and nature of jobs, and companies. Over the years he has learned valuable lessons that have led to compilation of this materials. Some highlights of his career are:
- A 13 year tenure at Hewlett-Packard Company at middle management levels
- Associate Professor at Oregon Institute of Technology with strong mentoring capabilities
- A Quality Engineering Lead at Nike managing offshore software testing operations in India
- A Six Sigma Black Belt Certified Professional from American Society for Quality
- Officer and Board Member with multiple organizations – American Heart Association, Toastmasters, Pacific Northwest Software Quality Conference
- Successful presenter, publisher