

INFORMATION CAN BE BOUGHT

KNOWLEDGE CAN ONLY BE GAINED

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Our Courses:

- Program Life Cycle **NEW**
- Communication Skills
- Presentation Skills
- Customer Service
- Public Speaking
- Goal Setting
- Interpersonal Skills
- Interview Skills
- Leadership Skills
- Stress Management
- Time Management
- Selling Skills
- Team Building
- Body Language

DISCOVER
THE NEW YOU

COACHING | TRAINING
PERSONAL DEVELOPMENT



VSHINE TRAINING & CONSULTANCY

COMMUNICATION SKILLS	PRESENTATION SKILLS	CUSTOMER SERVICE
BUSINESS AND GENERAL ETIQUETTE	GOAL SETTING	LEADERSHIP SKILLS

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With Coach Kiran & Arvind Jain



PROGRAM LIFE CYCLE

The End to End Life Cycle of a Program starting from Pre-Sales to Implementation to Closure

In this course we will cover following areas. Sessions will also include the introduction to standard tools like MPP, Jira, Self developed tools.



1. Program Management Key Tools
2. Strategic Alignment
3. Program Planning and Scheduling
4. Governance and Stakeholder Management
5. Financial Management
6. Risk and Issue Management
7. Program Performance and Metrics
8. Leadership and Team Management
9. Change Management
10. Quality Management

COMMUNICATION SKILLS

The key to success behind any individual or organization lies in the sync between what is said, understood and done.

Someone says something.
Someone hears something.
Someone does something.

Whether the 'someone' remains the same or not, it is critical that the '*something*' does not get lost in translation.

”



In this course we offer different strategies that help to:

- **Communicate with ease and confidence**
- **Interpret verbal and non-verbal communication**
- **Ask insightful questions**
- **Convey your message effectively through tone of voice, body language and behaviour**
- **Understand why listening is important**

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PRESENTATION SKILLS

Sometimes, it is important to judge a book by its cover.

Human beings naturally rely on what they see while making decisions. In that case, whether in school, college, at work or in personal life, it is important to present what we want to communicate correctly, to drive maximum results.



In this Presentation Skills Workshop, learn to:

- **Create powerful PPT presentations**
- **Package your message more effectively**
- **Overcome the fear of speaking in public**
- **Deliver a powerful pitch with confidence and proper body language**
- **Be brand compliant to maintain consistency**

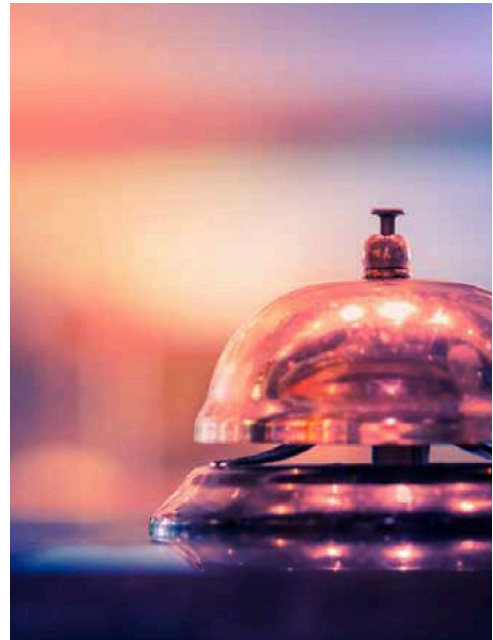
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CUSTOMER SERVICE

Never lose out on a customer for lack of excellent service.

After thinking of an idea, researching it, evaluating it, pitching it, investing in it, testing it, modifying it, promoting it and waiting for that customer to walk in, can you afford to lose him?

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Create a service driven culture for your customers by:

- **Understanding why Customer Service matters**
- **Understanding what customers really need**
- **Projecting the best first impression**
- **Steering positive communication with the customer**
- **Deducing the importance of feedback for improvement**

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PUBLIC SPEAKING

You get one chance, and one chance alone, to make a lasting impression.

Public speaking is an essential skill for successful creatives, artists, models, and content creators. Whether presenting projects, engaging in interviews, or interacting online, effective communication is pivotal to developing connection. Take these tips and add them to your utility belt of enunciation and emphasis for the maximum impact in your public speaking appearances.



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In this course we cover:

- **Myths of Public Speaking.**
- **How to transform fear into excitement**
- **Components of Successful Speech**
- **Importance of Story Telling**
- **Importance of Body Language in Public Speaking.**

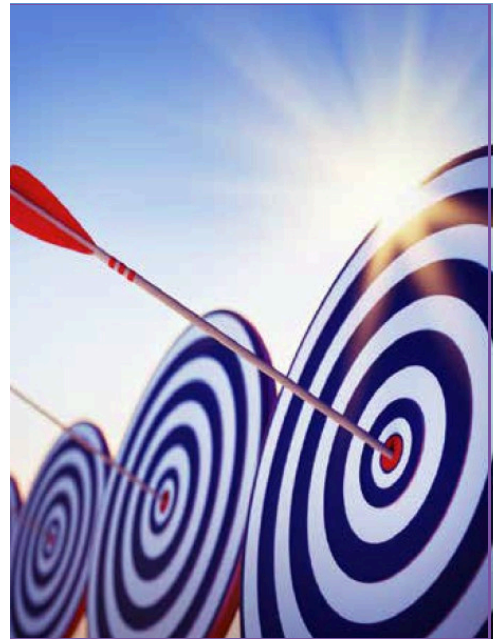
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GOAL SETTING

Know what you want, and tell the world you are out there to get it. No matter what.

It is popularly said that a dream written down with a date becomes a goal. A goal broken down into steps becomes a plan. A plan backed by action makes your dreams come true.

But it all starts with setting the goal. After all, unless you know what you want, how will you work towards getting it?



Through this training we help you understand:

- **Why goal setting is important for you and your organization**
- **The different kind of goals**
- **How to set smart goals**
- **How to reach your potential**
- **How to convert goals into plans of action**

INTERPERSONAL SKILLS

You are not alone. Whether for good or for bad, that is a fact we cannot change.

We live in a world bound by our relations with those around us. Personal, professional or bound by blood, our successes are highly impacted by the support we gain from these relationships.

Take this course & learn to sharpen interpersonal skills to your advantage.



This course helps you to:

- **Create long-lasting bonds with those closest to you**
- **Understand yourself and your connections with those who impact you the most**
- **Understand your competition and how to beat it**
- **Tackle challenges in relationships cordially**
- **Create a win-win conclusion in any given situation**

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INTERVIEW SKILLS

One day, you will be on the other side of the chair. Until then, let's make sure you ace it.

In the highly competitive world of today, it really takes something extra to stand out from the rest. When being interviewed, unless you make your mark, it is easy to land up with the crowd.

Help bring out the extraordinary in you.



This course helps:

- **In preparing well in advance for an interview**
- **In being aware of your strengths**
- **To present yourself with confidence, using the right body language**
- **Converting your weaknesses to positive assets**
- **Preparing a unique resume**

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LEADERSHIP SKILLS

The purpose of great leaders, is to create more great leaders in the world. It all starts with you.

It is the leader in the company who makes or breaks the brand. The attitude percolates through every level of management and is visible to the management, employee and customer who then decide their loyalty to the brand.

With that in mind, leadership becomes imperative to the success of the company.



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Through this coaching, help your entire team to:

- **Identify different kinds of leadership styles and requirements**
- **Get motivated to achieve targets both in their personal and professional lives**
- **Gain the skills to troubleshoot problems at different levels of organization**
- **Adapt to the need of the situation**

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STRESS MANAGEMENT

Life will only deal you those cards which it knows you can handle.
Hang in there.

Adulthood comes with its share of stress. No matter what you do, shuffling multiple roles at a time is only part and parcel of life. However, stress, if harnessed correctly, can also be turned to your advantage.



Know how by being a part of this course and:

- **Identify the negatives and positives of stress**
- **Learn how to cope with the different levels of stress**
- **Adopt hacks for better rest, sleep, relaxation & rejuvenation to avoid burnout**
- **Choose from stress management techniques to control it**
- **Discover simple techniques to attain happiness & satisfaction**

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TIME MANAGEMENT

Everyone is given the same 24 hours in a day. What you do with them is your choice alone.

As individuals, we are all always fighting a race against time. The balance between work, family, friends and self seems like a far-fetched reality, way beyond our reach.

However, if we, ironically, invest the time in it now there is a secret to get there.



With this highly recommended course, learn how to:

- **Work smart & save time**
- **Calculate a time matrix that works perfectly for you**
- **Discover for yourself all the time you are letting slip unnoticed**
- **Complete the to-do lists of the day more effectively at work**
- **Balance time between the family, work and socializing with some left for yourself as well**

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SELLING SKILLS

Just like in sports, sales pitches, though within the guidelines, have to be adapted to the action and reaction at hand.

Some people are born expert salesmen, others learn.

Instead of jumping head on into selling your product or service, help your team read the non-verbal signs around them just as well as the verbal ones to understand, interpret and then pitch your product or service.

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Use the Sales Coaching and ace the game with skills which:

- **Decode what the customers care about**
- **Help to understand Sales Cybernetics**
- **Spell out WHY people buy**
- **Facilitate the right questions and how to handle difficult ones**
- **Guide on how to close sales more effectively**

TEAM BUILDING

Most successful companies have a great vision, set culture and a cohesive team to attribute it to.

A lot more can be achieved than what can be done alone. However, more people also means more opinions, thought patterns, egos and dynamics.

A great team can both make and break the success of the organization. Ensure it is always the first in your case with our team building course.



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In this course we talk about:

- **Working together to achieve a common goal**
- **The art of delegating effectively**
- **Motivational techniques to achieve excellence**
- **Understanding how to deal with conflict and negative team dynamics**
- **Overall leadership skills to drive results**

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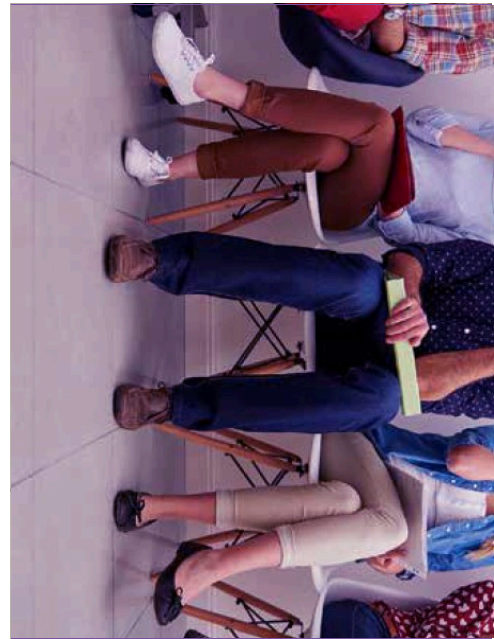
BODY LANGUAGE

How something is said is just as important as what is being said. Sometimes even more.

How we present ourselves is often seen as a reflection of who we are.

Sight being the most powerful of our senses, we rely a lot on what we see.

Ensure that you are sending out the right signals through your body language and other media of non-verbal communication.



With this course, learn how to:

- **Identify different forms of non-verbal communication & the impact they have**
- **Pair verbal and non-verbal communication more effectively**
- **Implement posture and gestures to send out the right message**
- **Make a long lasting impression**
- **Interpret the expression and body language of those around**

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Coach Kiran Jain

The Founder

A personal Development coach and trainer, Kiran Jain is an entrepreneur who believes that the world is the best institute and learning, a lifelong process. A travel enthusiast, public speaker, and parent, she explores life with the spirit of an adventurer and wisdom of an old soul.

Coming from a background in IT, she worked extensively in MNCs spanning Europe, South East Asia & India before adopting the full time role of a soft skills Coach and Trainer with over eight national and international certifications in the field of soft skills training and wellbeing to her credit.

Author of 'Belief-the power that defines Destiny', she reveals the belief systems developed over 15 years of cross-country work experience, she has always found peace in bringing happiness and fulfillment in the lives of people and is dedicated to making as big a difference as one can through her life.

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Arvind Jain

The Co Founder

Arvind Jain is an IITian with 27+ years of experience in the area of IT & Construction.

Main Pillars of Arvind's professional life - People, Program , Production, Finance & Most importantly the Customer.

Arvind got the opportunity to spend most of the life with companies like Tata Motors, Amdocs Development Ltd. He sees World as One respecting different cultures with International experience in different countries of APAC, Europe, Middle East & North America.

Arvind always dared to rebuild life multiple times. Took the journey of life from an asthmatic patient to a Marathon runner.

Beyond his professional achievements, Arvind is a strong advocate of living a spiritually centered life, integrating balance and mindfulness into all that he does.

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