

# Soft Skills Training Calendar

Months	Training Name	Duration	Training Date	Class Timing	Delivery Mode	Last date of Registration
<b>JANUARY</b>	Emotional Intelligence for Leaders	2 days	10th-11th Jan 2021	9AM TO 2.30PM	VILT	6th Jan 2021
	Leading for better performance	2 days	12th -13th Jan 2021	9AM TO 2.30PM	VILT	6th Jan 2021
	First time leaders	3 days	17-19th 2021	9AM TO 2.30PM	VILT	10th Jan 2021
	Having difficult conversations	1 day	14.1.2021	9AM TO 2.30PM	VILT	10th Jan 2021
	Collaboration and Conflict Management	2 days	20th -21st Jan	9AM TO 2.30PM	VILT	14th Jan 2021
	Feedforward for Change	1 days	14.1.2021	9AM TO 2.30PM	VILT	10th Jan 2021
	Leading in Unprecedented times	2 days	24-25th Jan 2021	9AM TO 2.30PM	VILT	20th Jan 2021
	Achieving More in Less time	2 days	26-27th Jan 2021	9AM TO 2.30PM	VILT	20th Jan 2021
	Making time for Growth and Development	2 days	24-25th Jan 2021	9AM TO 2.30PM	VILT	20th Jan 2021
	Customer Service Excellence	2 days	27-28th Jan 2021	9AM TO 2.30PM	VILT	20th Jan 2021
	Working across cultures	2 days	24-25th Jan 2021	9AM TO 2.30PM	VILT	20th Jan 2021
	Making Impactful presentations	3 days	26-28th Jan 2021	9AM TO 2.30PM	VILT	20th Jan 2021
	<b>FEBRUARY</b>	Influencing without Authority	2 days	31st Jan to 1st Feb 2021	9AM TO 2.30PM	VILT
Decision making for Leaders		2 days	2-3rd Feb 2021	9AM TO 2.30PM	VILT	25th Jan 2021
Problem solving and creativity		2 days	3rd-4th Feb 2021	9AM TO 2.30PM	VILT	25th Jan 2021
Running effective Meetings		2 days	7th-8th Feb 2021	9AM TO 2.30PM	VILT	25th Jan 2021
Coping with Change		1 days	31st Jan 2021	9AM TO 2.30PM	VILT	25th Jan 2021
Leadership with Humility		1 days	11th Feb 2021	9AM TO 2.30PM	VILT	4th Feb 2021
Leader as a Coach		3 days	9th-11th Feb 2021	9AM TO 2.30PM	VILT	4th Feb 2021
Strategic Planning for Leaders		2 days	14-15th Feb 2021	9AM TO 2.30PM	VILT	9th Feb 2021
Effective Communication & Presentation Skills		2 Days	16-17th Feb 2021	9AM TO 2.30PM	VILT	9th Feb 2021
Professional Business Writing Skills		2 days	21-22nd Feb 2021	9AM TO 2.30PM	VILT	16th Feb 2021
Report Writing Skills		3 days	23rd to 25th Feb 2021	9AM TO 2.30PM	VILT	16th Feb 2021
Customer Satisfaction and Loyalty		3 days	23rd to 25th Feb 2021	9AM TO 2.30PM	VILT	16th Feb 2021
<b>MARCH</b>		Creative Problem Solving and Decision Making	3 days	1st-3rd March 2021	9AM TO 2.30PM	VILT
	Emotional Intelligence Workshop	3 days	2nd to 4th March 2021	9AM TO 2.30PM	VILT	25th Feb 2021
	Managing Multiple Tasks, Priorities and Deadlines	3 days	7th to 9th March 2021	9AM TO 2.30PM	VILT	25th Feb 2021

Customer Service Excellence	2 days	10th to 11th March 2021	9AM TO 2.30PM	VILT	4th March 2021
Achieving More in Less time	2 days	14-15th March 2021	9AM TO 2.30PM	VILT	10th March 2021
Emotional Intelligence for Leaders	2 days	16th -17th March 2021	9AM TO 2.30PM	VILT	10th March 2021
Leading for better performance	2 days	17-18th March 2021	9AM TO 2.30PM	VILT	10th March 2021
Leadership with Humility	1 days	28th March 2021	9AM TO 2.30PM	VILT	23rd March 2021
Leader as a Coach	3 days	23rd-25th March 2021	9AM TO 2.30PM	VILT	17th March
Problem solving and creativity	2 days	21st -22nd March 2021	9AM TO 2.30PM	VILT	17th March
Running effective Meetings	2 days	30th -31st March 2021	9AM TO 2.30PM	VILT	23rd March 2021
Coping with Change	1 days	28th March 2021	9AM TO 2.30PM	VILT	23rd March 2021

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