



**NOTESDAY  
ACADEMY®**  
LEARN. ACHIEVE.

# Consulting and Training

[www.notesdayacademy.com](http://www.notesdayacademy.com)



# Our Firm

We believe in the transformative power of applied knowledge and strategy.

The solutions we provide are customized for the client partners.

We co-create with our stakeholders, continuously refining solutions through open dialogue and feedback.



# Consulting

## ✓ Process optimization

Optimizing operations by identifying inefficiencies and implementing solutions to enhance quality, speed, and cost-effectiveness.

## ✓ Process transformation

Adoption of new technologies, such as artificial intelligence, automation, cloud computing, and analytics, to enhance the capabilities and performance



## ✓ Communication

Effective communication is the backbone of any successful organization.

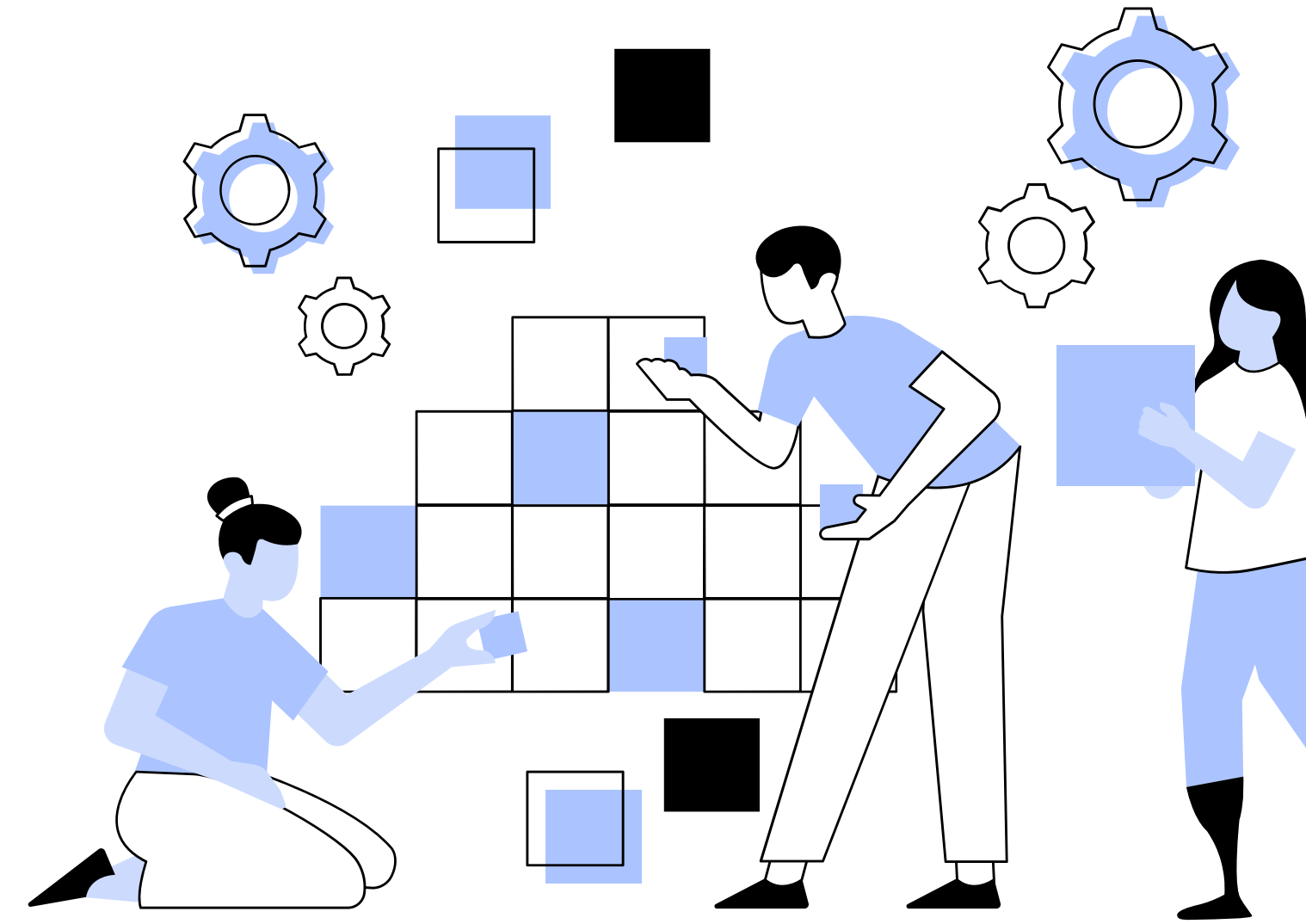
- Foundations of Effective Communication
- Cross-Cultural Communication
- Persuasive Communication
- Conflict Resolution and Negotiation Skills
- Business Writing Excellence
- Public Speaking & Presentation Skills
- Storytelling in Business
- Feedback and Constructive Criticism
- Coaching Conversations
- Technical Communication for Non-Technical Audiences
- Interpersonal & Team Communication



## ✓ Leadership and Management

Leadership and management are the anchors that stabilize and steer teams towards their goals

- Leadership Fundamentals
- Effective Team Management
- Decision Making & Problem Solving:
- Critical Thinking
- Emotional Intelligence & Leadership
- Coaching & Mentorship
- Strategic Planning & Execution
- Leading from Front
- Time Management
- Building High Performing Teams



## ✓ Data Analysis

Data stands as both a compass and a roadmap. Data driven decisions are focused and can give predictable results.

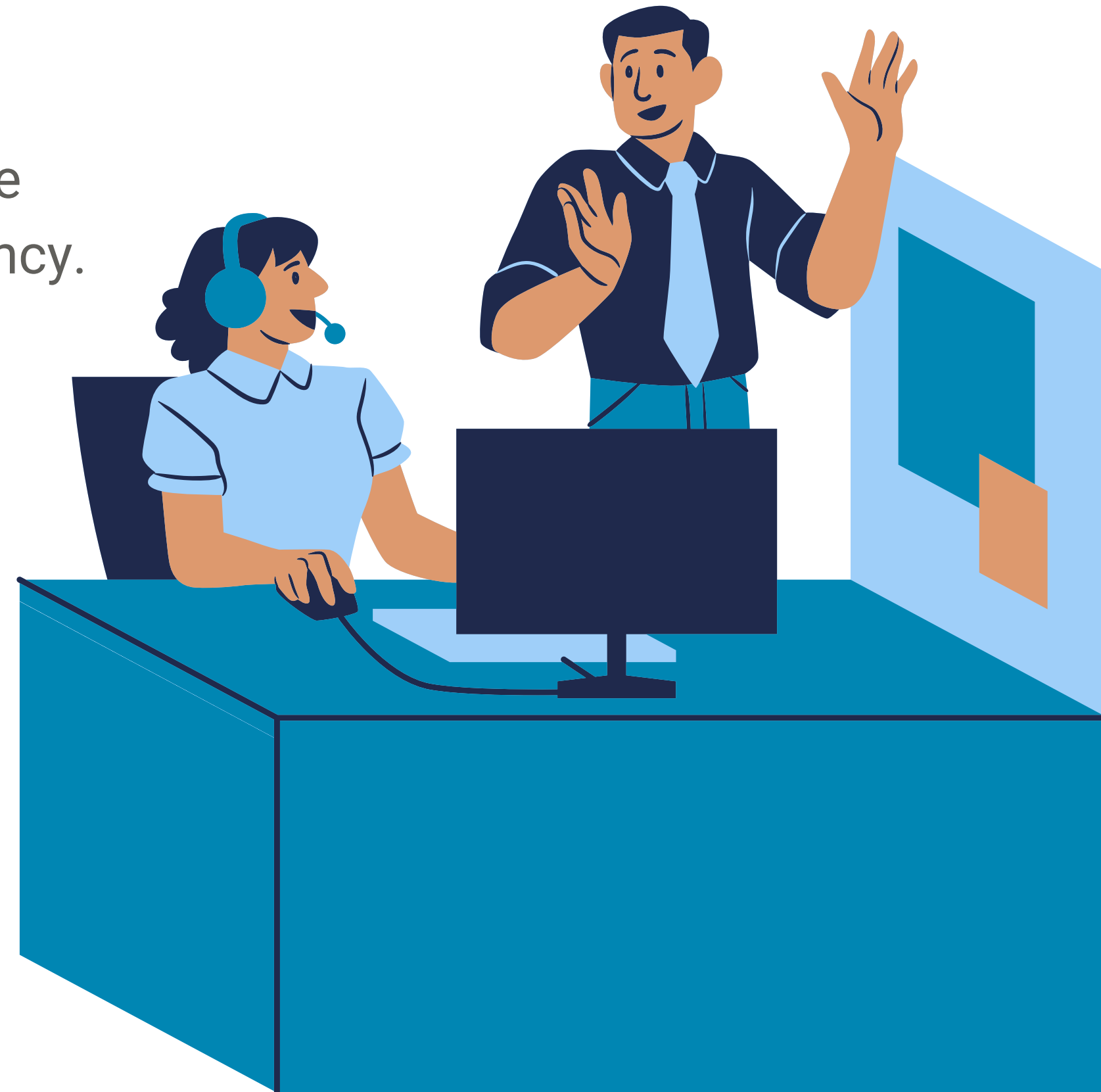
- Data Analysis using Microsoft Excel
- Power BI Certification
- Data-Driven Decision Making for Team Leaders
- Data-Driven Decision Making for Managers
- Metric / KPI Analysis and Management



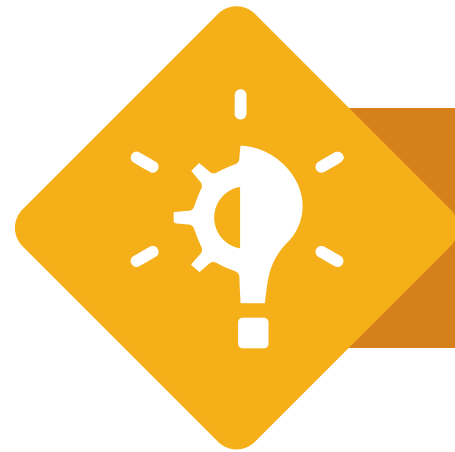
## Operations Management

Operations management training equips leaders with the strategic foresight to optimize processes & drive efficiency.

- Top Talent Development Program
- High Potential Development Program
- First Time Manager Development Program
- Team Leader Development Program
- Manager Development Program
- Project Management for Leaders
- Business Acumen for Leaders
- Quality Management



# Vision And Mission



## Our Vision

To create a more diverse, talented workforce of individuals and equip them with the knowledge, skills, and confidence they need to succeed in the fast-paced and constantly evolving IT & ITES industry leading to more innovation, more job opportunities, and a stronger economy.



## Our Mission

Associate with experienced professionals with extensive knowledge to provide high-quality consulting, training and educational resources that empower individuals to succeed in the IT & ITES industry, foster innovation, promote collaboration, ensure accessibility, and create value for all stakeholders involved.



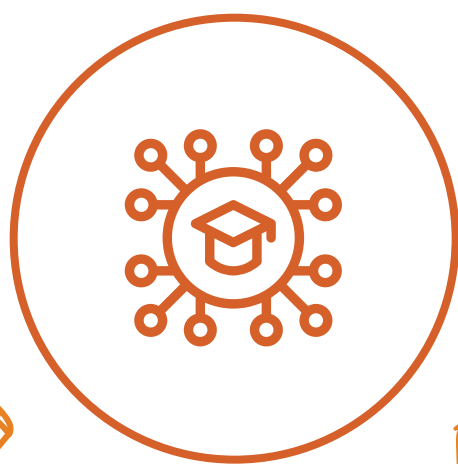
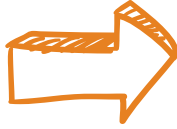
# Our Process of Training And Development



**Needs  
Assessment**



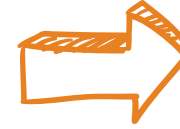
**Learning  
Objectives**



**Learning  
Journey**



**Learning  
Evaluation**



**Continuous  
Improvement**

# Types Of Training And Development

## Data Analytics

Learn how to make data-driven decisions using MS excel and Data Visualization using Power BI.



## Operations Management

Learn vital tools to optimize processes, drive efficiency, and ensure an organization's meets its strategic goals.



## Leadership Training

Decision-making, problem-solving, stakeholder management, and motivating the team.



## Quality Training

Learn QC and RCA tools, the causes of quality issues and implement effective corrective actions.



## Soft Skills Training

Recognize and regulate emotions, understand others emotions, empathy, self-awareness & social skills.



# InFocus Key Corporate Competencies

## Rational / Data Driven Competencies



Analytical Skills

Business Acumen

Quality Management

Problem Solving

Decision Making

Data Visualization

Operations Management

## Emotional / People Centric Competencies



Communication

Team Work

Emotional Intelligence

Leading Teams

Effective Management

Customer Centricity

Conflict Resolution



# Training Methods

We are experts in multiple methods of training and development, we always take into consideration the learning objectives, audience, and resources available to opt the best learning method.



## On-the-job training

Learning by doing.  
Performing actual work tasks under the guidance of a trainer



## Live classroom training

Face-to-face interaction between a trainer and trainees in a physical or virtual classroom



## Coaching

One-on-one or small group coaching sessions, with experienced coach



## Webinars

Seminars or workshop to a virtual audience for delivering large-scale training

# Business Impact Measurements



## Pre and Post Test Knowledge Gains

Pre-test is an evaluation conducted before a learning program or intervention, while post-test is done after the program or intervention. This metric helps to evaluate the effectiveness of a learning program or intervention and helps to understand the knowledge gain from training.

## 180 / 360 Degree Feedback (before and after)

The feedback gathered from different perspectives provides a more comprehensive and well-rounded view of an individual's strengths and development areas followed by action plan to improve competencies. This metric helps to understand if competencies improved.

## Tracking Business Metric

Measuring and analysing key performance indicators (KPIs) in a business over time. The participants decide on a business metric and decide a target they will achieve by the end of the training intervention. This metric provides a business impact measurement.

# Contact Us

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# Thank You

For Your Attention

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