

COMPETENCY DEVELOPMENT PROGRAM

AstroHR would like to be your partner in your journey towards achieving organizational excellence

We provide training solutions or programs tailor made for all your Human Resource Development Needs. These programs are available in modular structure. **AstroHR Trainings give you the freedom to pick and choose topics and build a customized program of your own choice!!**



AstroHR Solutions:

AstroHR Solutions is a Human Resource Consultancy and Talent Search Company. It is a division of AstroWix Corporation, a leading project and program management solutions company. Our headquarters is in Fremont Ca, USA and in India it is at New Delhi.

Our mission is to enable world-class companies to increase productivity and performance through their people. We are a multifaceted company providing a wide range of services. We emphasize on providing one-stop solution for all your Training, HR Consulting, Staff augmentation and Recruitment needs. Our services are all about your organization—we can work with you to identify your individual and company wide requirements to deliver a service that meets your needs. We will do our best to increase the individual and organizational effectiveness by providing quality training and recruitment solutions to our clients.

Our Valued Client include **Bharti Telenet, Baypackets (Now Genband), Ciena India Pvt. Ltd., Ericsson, Idea Cellular, Innodata Isogen, MotherSumi Infotech Pvt. Ltd., Network Programs, Nucleus Software Pvt. Ltd., Nokia, Pepsi, Priyagold, Reliance Energy, Spanco Tele systems Pvt. Ltd., Techspan** and many more.

Our Program includes Trainings on :

Communications Skills

- Basic Communication Skills
- Negotiation Power Skills
- Conflict Resolution Skills
- Capitalizing on Work Place Diversity
- Team Building
- Communicating with Difficult People

Writing Skills

- Basic Business Writing Skills
- Technical Writing Skills
- Email Etiquette
- Professional Proof Reading and Editing

Global Communication Skills

- Communicating across Cultures
- Global Business Skills
- Business in India
- Managing Internationally

Presentation Skills

- Basic Presentation Skills
- Training the Trainer
- Effective Technical Presentations
- Facilitation Skills

Self Management Skills

- Time Management Skills
- Self Organizational Skills
- Administrative Skills
- Stress Management Skills
- Lateral Thinking Skills

Customer Service Skills

- Professional Telephone Courtesy
- Customer Service
- Sales Customer Service Skills
- Coaching for Customer Service

Management Skills

- Change Management
- Leaders & Coaches

Business Etiquette

- Basic Business Etiquettes
- Dressing for Work
- New at Work