

Master Corporate Training Library

Now with 8 Training Kits & 3 Pre
Designed Programs with 4 additional
valuable resources



**Now, Master Corporate Training Library
is a Collection of 8 Training Kits, 3 One
Day Pre-Designed Programs and
additional 40+ Storytelling topics, 70
Leadership Templates & 100+ Coaching
Worksheets**





For -

- Corporate Trainers
- Training Managers
- HR Professionals
- Leadership and Management Trainers
- Organisational Development Coaches
- Operations and Quality Managers
- Aspiring Trainers and Managers
- Freelance Training Consultants
- Training and Development Departments

70+ TRAINING TOPICS AND BONUSES

**WITH AVERAGE 50+ SLIDES IN EACH TOPIC ALONG WITH
SUPPORTING FILES SPREAD IN 15 SECTIONS**

Let's Look at these 15 Sections

1. Train The Trainer Kit

For Corporate Trainers, Aspiring Trainers and Training Departments



This Training Kit is divided in 2 Sections



1. TTT - Sessions

Consist of 9 Folders which covers the TTT Presentations with Trainer's Guides and Trainer's Notes for Each Slide to Train the new or Aspiring Trainers.



2. Trainer's Toolkit

Consist of 9 Folders which covers the tools, questionnaires, methods, forms, checklists, activities, case studies to empower trainers with knowledge and tools they can use while delivering the training.

Key Highlight

**Every Module comes with minimum
20 Slides, Trainer's Guide and
Trainer's Notes for each slide.**

**Yes you heard that right,
For Each Slide.**

Let's look at the content of
both sections

Section 1 - Train the Trainer Kit

- 📁 1. Introduction
- 📁 2. Training Fundamentals
- 📁 3. Training Design and Planning
- 📁 4. Delivery Techniques
- 📁 5. Training Evaluation & Feedback
- 📁 6. Trainer Development
- 📁 7. Tools and Templates
- 📁 8. Practical Activities & Case Studies
- 📁 9. Training Needs Analysis



Section 2 - Trainer's Toolkit

- 📁 1. Pre and Post Training Documents
- 📁 2. Forms, Checklists, Questionnaires
- 📁 3. 15+ Methods and Methodologies
- 📁 4. 25+ Guides on Engagement
- 📁 5. 15+ Training Models
- 📁 6. 40+ Stories with Trainer's Notes
- 📁 7. 70+ Corporate Case Studies in PPT
- 📁 8. 100+ Activity Worksheets
- 📁 9. E-books and Reading Materials



2. Soft Skills Training Kit

For Soft Skills Trainers



**Exclusively
Designed to
Train Junior
and Mid
Level
Employees**

**This Kit Holds
11 Folders**



**And Each Folder holds 7
Exclusive Files**



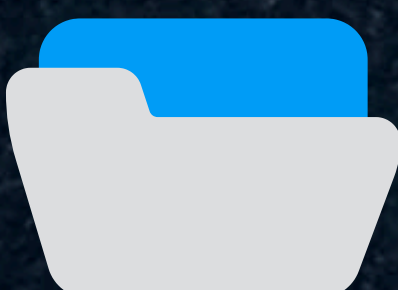
And The 11 Folders are..



Soft Skills



Business Communication



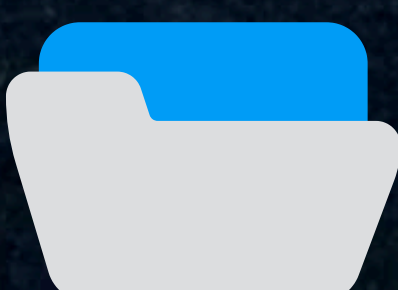
Facilitation Skills



Presentation Skills



Interpersonal Skills



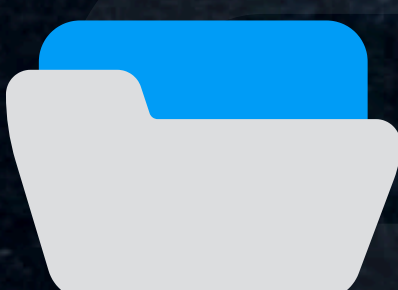
Personality Development



Personal Productivity



Negotiation Skills



Team Building &
Goal Setting

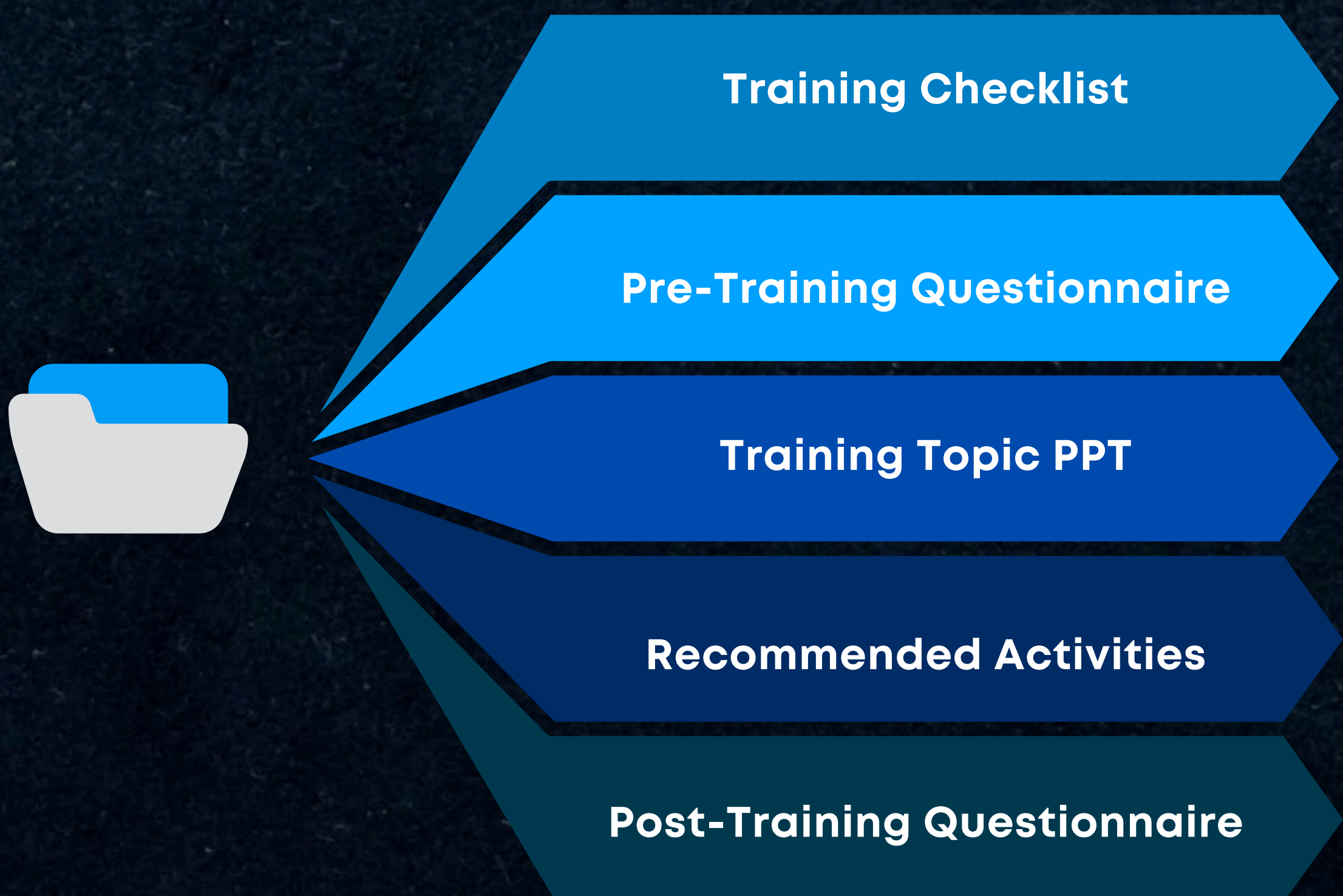


Time Management



Managing Stress at Work

Each Folder contains Topic Specific Training Files



**BONUS - A TNA TEMPLATE WITH
A COMMON TRAINING EVALUATION FORM**



3. NEW MANAGER TRAINING KIT

Designed to train New & Aspiring Managers
For Corporate Trainers and Training Managers

Instead of 17 Topics

**Now This Kit Holds
17 Folders**



**"Plus 3 Additional
Support Files Folders"**

And Each Folder holds Exclusive Files



www.icarians.net



And the 17 Folders are -

1. 360 Degree Feedback

2. Coaching and Mentoring

3. Customer Handling

4. Decision Making

5. Effective Meetings

6. Employee Absenteeism

7. Employee Motivation

8. New Manager



9. Problem Solving

10. Selling Professional Services

11. Telesales

12. Change Management

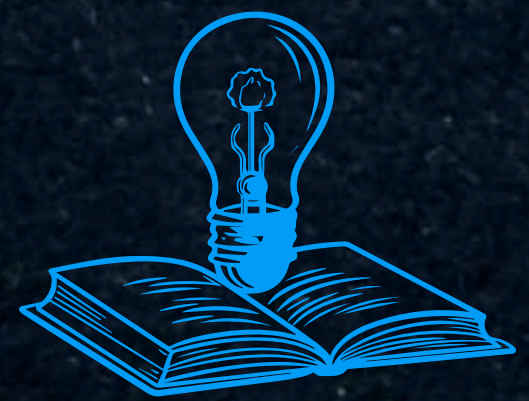
13. Conflict Management

14. Project Management

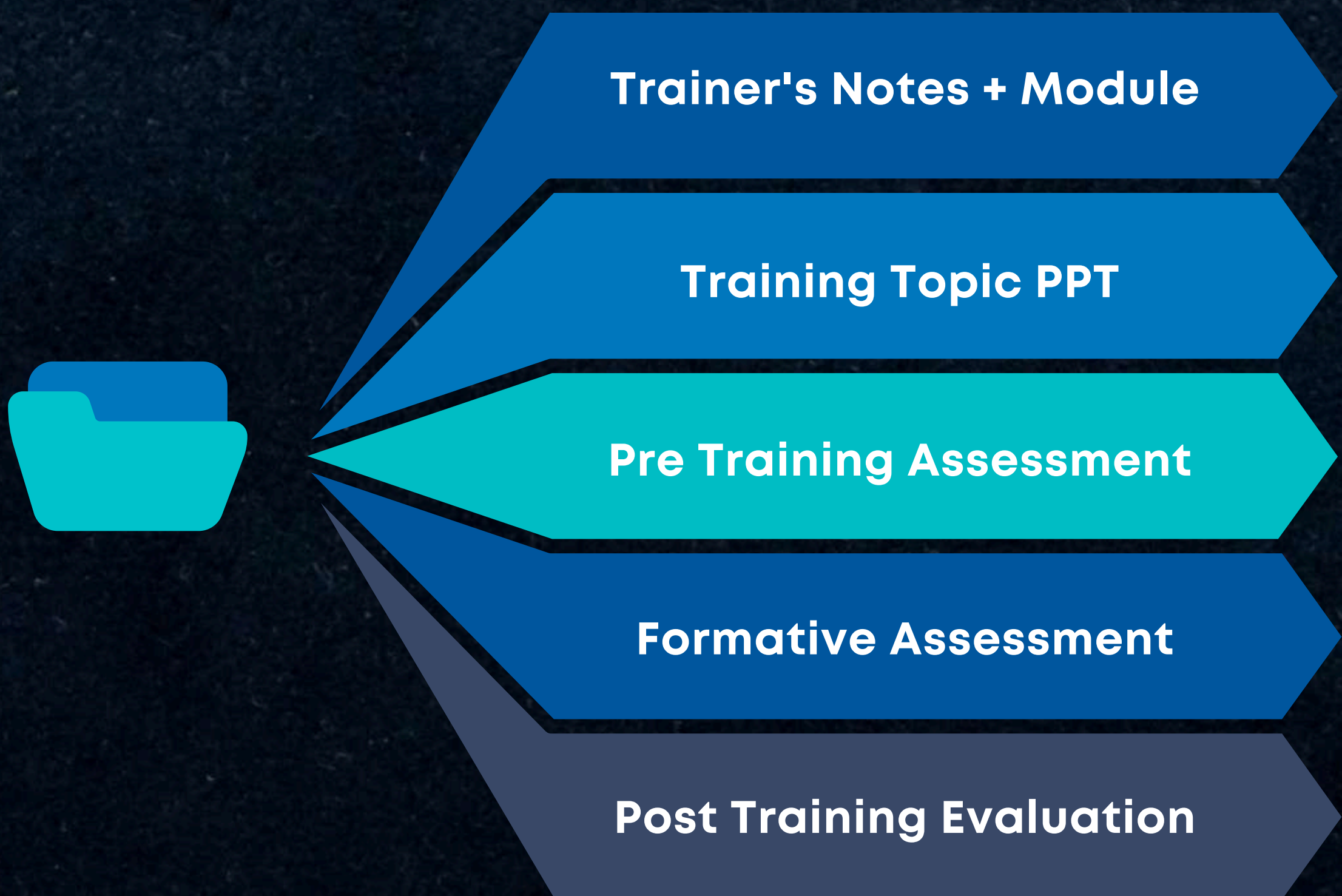
15. Quality Management

16. Strategic Management

17. Strategic Measurement



Each Folder contains 5 Specific Training Files -



ALONG WITH 3 ADDITIONAL FOLDERS

Value Addition Resources

- Leadership Styles Role Play
- The Marshmallow Challenge
- Blindfold Activity
- Empathy Mapping
- Feedback Circle
- Grow Model Practice
- Leadership in Crisis
- Leadership Journaling
- Leadership Skill Auction
- Situational Leadership
- Storytelling for Leaders
- Survival Simulation
- SWOT Analysis Workshop
- Values Based Decisions
- Vision & Values Exercise
- 50 Activities for Developing Critical Thinking
- 50 Activities for Developing Management Skills
- 50 Activities for Emotional Intelligence
- Diversity and Inclusion Activities.
- Enthusiasm and Attitude Activities.



4. LEADERSHIP TRAINING KIT

For
Corporate Trainers and Training Managers



Leadership Training Kit

This Leadership Kit Holds 6 Folders



**And Each Folder holds specific
Leadership Training Files**



Leadership Training Kit

ICARIANS

And The 6 Folders are..



Leadership PPTs



Training Resources



**Corporate Leaders
Examples**



Leadership Theories



Leadership Ebooks



**Detailed Activities
Collection**



1. Leadership PPTs

1. Leadership (82 Slides)
2. Leadership Influence (80 Slides)
3. Leadership Delegation (66 Slides)
4. Change Leadership (72 Slides)
5. Change Management (73 Slides)
6. Strategy Culture & Leadership (69 Slides)
7. Leadership Theories (25 Slides)
8. Leadership Styles (33 Slides)
9. Conflict Management (68 Slides)
10. Strategic Management (53 Slides)



2. Training Resources

1. Pre Training Questionnaires
2. 2 day Sample Leadership Training Module
3. Instructional Plan
4. Activity Sheets for Participants
5. Leadership Styles
6. Identifying Leadership (Questionnaire)
7. Post Training Questionnaire
8. Training Evaluation
9. Training Feedback Form
10. TNA Template

3. Examples of Corporate Leaders

- Elon Musk with SpaceX
- Howard Schultz, Starbucks
- Indira Nooyi, PepsiCo
- Jeff Bezos, Amazon
- Marry Barra, General Motors
- Paul Polman, Unilever
- Satya Nadella, Microsoft
- Steve Jobs, Apple
- Azim Premji, Wipro
- Ritesh Agarwal , OYO
- Tim Cook, Apple
- Sundar Pichai, Google
- Ratan Tata, TATA Group
- Rajiv Bajaj, Bajaj Auto
- Sanjiv Mehta, Unilever
- Mukesh Ambani, Reliance
- Anand Mahindra, Mahindra
- Vineet Nayar, HCL
- Uday Kotak, Kotak Mahindra
- Naina Lal, HSBC

4. Theories with Applications

- Authentic Leadership
- Contingency Theory
- Distributed Leadership
- Attribution Theory
- Behavioral Leadership
- LMX Theory
- Great Man Theory
- Level 5 Theory
- Participative Leadership
- Path Goal Theory
- Servant Leadership
- Situational Leadership
- Trait Theory
- Transactional Theory
- Transformational Theory

5. Paid Leadership E-books

- Act like a Leader, Think like a Leader (153 pages)
- Active Training (priced above ₹4000 on Play Books) (413 pages)
- Decision Making pocket book (112 pages)
- Leadership Training Activity Book (336 pages)
- Leadership on the Go (108 pages)

6. Detailed Activities

- Leadership Styles Role Play
- The Marshmallow Challenge
- Blindfold Activity
- Empathy Mapping
- Feedback Circle
- Grow Model Practice
- Leadership in Crisis
- Leadership Journaling
- Leadership Skill Auction
- Situational Leadership
- Storytelling for Leaders
- Survival Simulation
- SWOT Analysis Workshop
- Values Based Decisions
- Vision & Values Exercise
- 50 Activities for Developing Critical Thinking
- 50 Activities for Developing Management Skills
- 50 Activities for Emotional Intelligence
- Diversity and Inclusion Activities.
- Enthusiasm and Attitude Activities.



5. ORGANISATIONAL DYNAMICS Training Kit

Unlock growth with actionable insights
and proven methods.



This Kit Holds 12 Organisational Dynamics Presentations



Organisational Dynamics

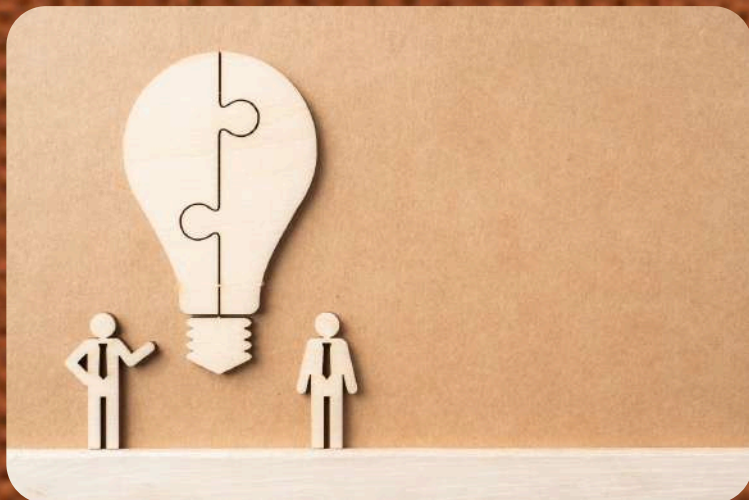
- 1 **Benchmarking**
- 2 **Competency**
- 3 **CRM**
- 4 **Enterprise Dynamics**
- 5 **Group Dynamics**
- 6 **Organisational Structure**
- 7 **Organisational Behaviour**
- 8 **Organisational Issues**
- 9 **Technical Report Writing**
- 10 **Excellent Organisation - 1**
- 11 **Excellent Organisation - 2**
- 12 **Customer Driven Organisation**



With 50 to 70 slides in each topic.

6. Sales Training Kit

Exclusively Designed to
Train Junior and Mid Level employees



This Sales Training Kit Holds 11 Folders



**And Each Folder holds specific
Sales Training Files**





Sales Training Kit

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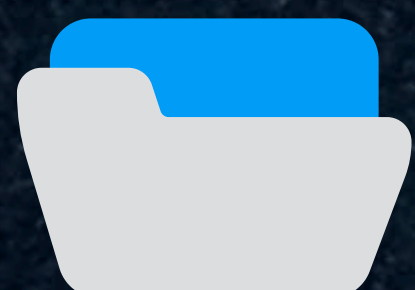
And The 11 Folders are..



Training Module & PPT



Module 1



Module 2



Module 3



Module 4



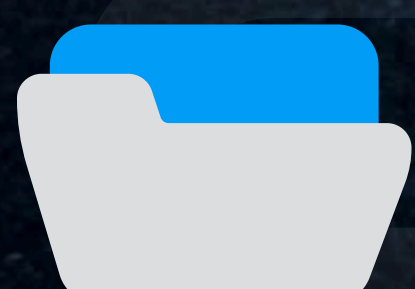
Module 5



Module 6



Module 7



Sales Techniques



Objections Handling



Training Assessments



Key Highlight

Entire Module comes with
Trainer's Notes and Trainer's
Scripts for Each Slide.

Yes you heard that right,
For Each Slide.

Let's get to the details.

Training Content Folders

1. Modules & Main Presentation

- 1.A short 3 hour Training Module
- 2.A detailed 2 Day Training Module
- 3.Training Presentation of over 100+ slides

2. Introduction to Sales

- 1.Trainer's Guide
- 2.Specific Activities for Module 1
- 3.Trainer's Notes of each Slide 1 to 10

3. Understanding Customers

- 1.Trainer's Guide
- 2.Specific Activities for Module 2
- 3.Trainer's Notes of each Slide 11 to 25

4. Sales Techniques & Tools

- 1.Trainer's Guide
- 2.Specific Activities for Module 3
- 3.Trainer's Notes of each Slide 26 to 40

5. Prospecting & Lead Generation

1. Trainer's Guide
2. Specific Activities for Module 4
3. Trainer's Notes of each Slide 41 to 50

6. Closing Sales and Follow up

1. Trainer's Guide
2. Specific Activities for Module 5
3. Trainer's Notes of each Slide 51 to 65

7. Personal Development

1. Trainer's Guide
2. Specific Activities for Module 6
3. Trainer's Notes of each Slide 66 to 73

8. Workshop Wrap up

1. Trainer's Guide
2. Specific Activities for Module 7
3. Trainer's Notes of each Slide 74 to 80



Knowledgeable Guides for Sales conversations

9. Sales Techniques & Strategies

12 Detailed Guides on different Sales Techniques and Strategies like Spin Selling, Solution Selling, Value based selling, Neat Selling, ABS Selling and more.

10. Objections Handling

10 Detailed Guides with examples on Objections Handling like Price & Budget objections, Trust Objections, Authority Objections, Timing Objections and more.

11. Training Assessments

- 1.Pre Training Assessment
- 2.Formative Assessment
- 3.Post Training Assessment





7. TRAINING NEEDS ANALYSIS KIT



Package Includes

35+ Slides

White labelled and completely **Editable**

Along with -

- **Trainer's Guide for 90 minutes session**
- **Detailed Trainer's Notes for Each Slide**
- **Sample TNA Template**
- **Sample Training Evaluation Form**
- **TNA Form**
- **TNA Process Checklist**
- **TNA Questionnaire**
- **Methods of Training Needs Identification**

PPT Content Topics



1. Introduction

2. What is TNA

3. Key Steps in TNA

4. Tools for TNA

5. Example Scenarios

6. Challenges in TNA

7. Activities

8. Key Takeaways



8. Interview Skills Training Kit

Designed to Train College Students



Content Topics



1. Introduction

2. Research and Preparation

3. Answering Common Questions

4. Non-Verbal Communication

5. Virtual Interview Etiquettes

6. Mock Interviews (Round 1)

7. Advanced Skills

8. Mock Interviews (Round 2)



Package Includes

40+ Slides

**White labelled
and completely Editable**

Along with -

- **Trainer's Guide for 1 Day Program**
- **Detailed Trainer's Notes for Each Slide**
- **100+ Interview Questions and answers**

Free Ebook - HR Questions



Now The Additional



**One/Two Day
Pre-Designed Contents**





9. ONE DAY LEADERSHIP TRAINING CONTENT

Exclusively Designed to Train Managers and
Leaders in Logistics



Key Highlight

**Entire Module comes with
Trainer's Notes and Trainer's
Scripts for Each Slide Session.**

**Yes you heard that right,
For Each Slide.**

Let's get to the details.

1. Program Overview

One Day Detailed Program Outline

2. Program PPT

Leadership Program Presentation - 52 Slides

3. Detailed Scripts for Each Session

11 Detailed files for Each Session.

4. Trainer's Notes for Each Session

8 Specific files covering each session

5. Discussion Notes for Each Session

6 Specific files covering each session

6. Case Studies in Storytelling Format

5 Storytelling activities with Trainer's notes

7. Decision Making Games

2 interactive and Detailed Decision Making Games

Industry Specific

***This Leadership Content is
Designed to Train Leaders and
Managers in Logistics***

It does cover specific case studies
and activities as per logistics
industry to make the your sessions
more relevant and effective.



10. CAMPUS TO CORPORATE

One Day Pre-Designed Training Content

Exclusively Designed to Train
Final Year Students to get Corporate Ready

Campus to Corporate

ICARIANS

**This Program Holds
8 Folders**



**And Each Folder holds
specific Files**



1. Program Overview

2. PPTs of Following 8 Sessions



📁 **3. Trainer's Notes for Each Session**

📁 **4. Discussion Notes for Each Session**

📁 **5. Pre Training Questionnaires**

📁 **6. Post Training Questionnaires**

📁 **7. Activities and Games Guides**

📁 **8. 70+ Real Time Soft Skills Examples**

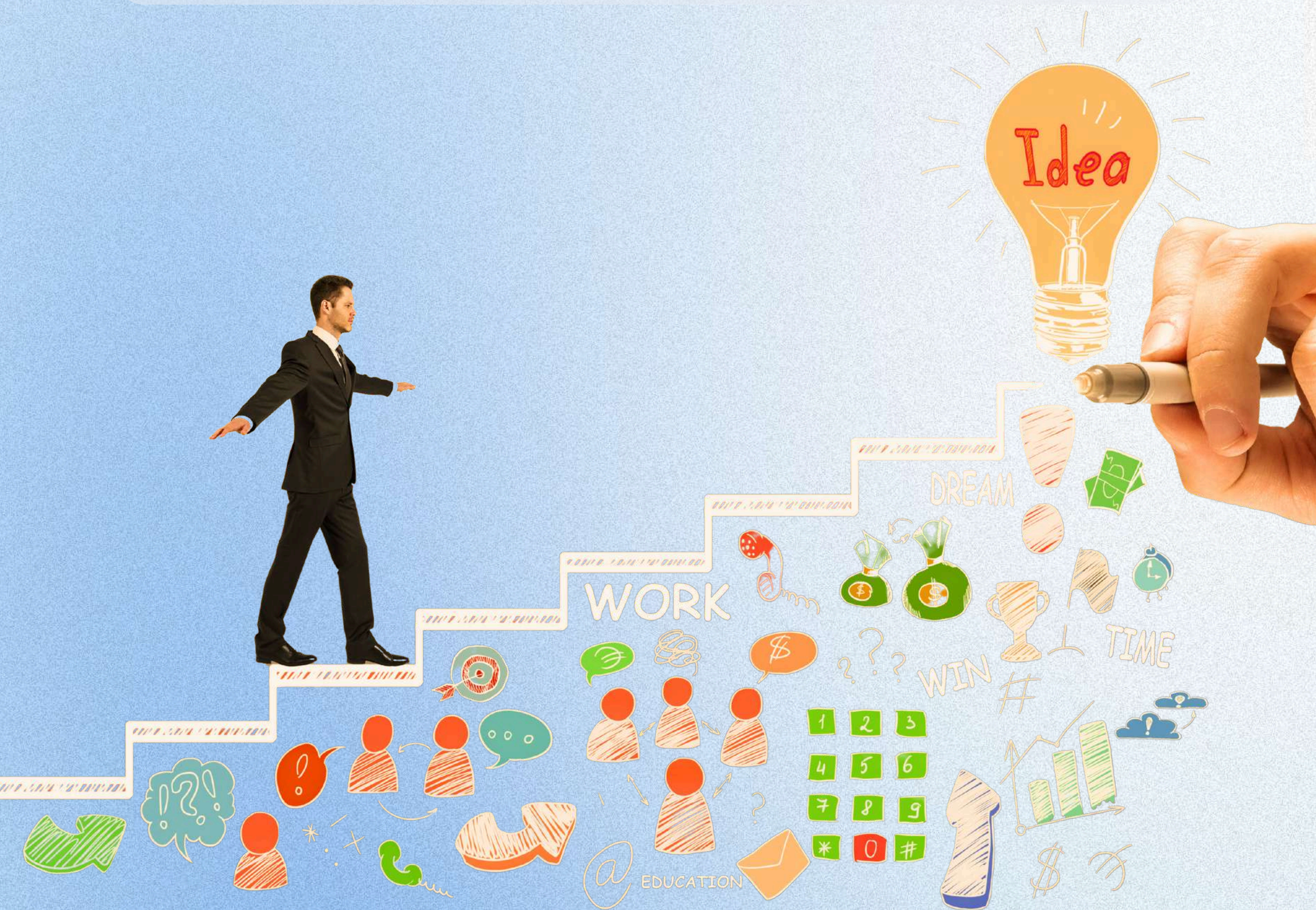




11. TWO DAY

MBTI LEADERSHIP Training Content

Exclusively Designed to Train Managers
and Leaders on **Myers-Briggs Type Indicator**



**This Pre-Designed
Content holds
6 Folders**



**And Each Folder holds
specific Files**



CONTENT DETAILS -

1. Program Outline and Agenda

2 Day Detailed Program Outline of 8 Modules

2. Program PPT - Day 1

Day 1 with 40+ Slides

3. Program PPT - Day 2

Day 2 with 40+ Slides

4. Trainer's Guides for Each Module

8 Specific Trainer's guides covering each session

5. Trainer's Notes for Each Slide

8 Specific files covering each slide of every module

6. Case Studies in Storytelling Format

5 Storytelling activities with Trainer's notes

Leadership Style Specific

*This Leadership Content is
Designed to Train Leaders and
Managers on
Myers-Briggs Type Indicator*

It does cover specific case studies
and activities as per MBTI to make
the your sessions more relevant
and effective.

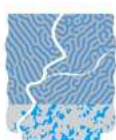


12. Life Coaching Worksheets

Also For Life Coaches, NLP Coaches
and NLP Practitioners

Finding Healing

Kintsugi is a Japanese method for repairing broken ceramics with lacquer mixed with precious metals. The idea behind the technique is to preserve the history of the object and to incorporate the repair into a transformed piece instead of disguising it. It usually results in something more beautiful than the original. Healing from the past does not mean forgetting what happened. For many it means being strengthened and changed for the better. On the lines below write down how you have healed from difficult situations in your life.



What's In My Cup

In the top box, write down a few signs that your mental cup is empty.

In the bottom box, write down how you can cope when your cup is empty. Refer back to this page when you are feeling overwhelmed.



S.M.A.R.T. Goal

Specific: Define one of your important goals in as much detail as possible.

S

Measurable: How will I track the outcome and progress?

M

Action: What will I do to achieve this goal?

A

Realistic: Is this goal achievable?

R

Time-oriented: How long will it take to complete?

T

For Later: What steps have I taken towards my goal? What else is left to be done? What strategies will help me?

Self-care Brainstorm

Brainstorm some self-care ideas that you can do this week based on each category.



Ex. Get a massage



Ex. Paint



Ex. Go for a run

Thoughts On Trial

What is the thought?

DEFENCE

What evidence proves that this is true?

PROSECUTION

What evidence proves that this is false?

VERDICT

After reviewing the evidence, what do you think of the original thought?



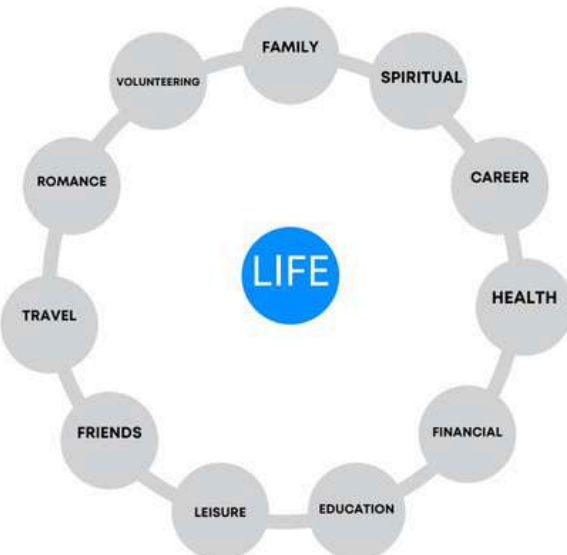
Building Blocks Of You

Draw a circle around the 10 items (listed below) that are most important to you.

- | | | |
|-------------|-------------|----------------|
| Creativity | Fairness | Wisdom |
| Love | Family | Knowledge |
| Free Time | Morals | Stability |
| Friends | Wealth | Success |
| | Power | Reason |
| Adventure | | Independence |
| Peace | | Humor |
| Variety | Fun | Respect |
| Loyalty | Nature | Calmness |
| | Recognition | Popularity |
| Achievement | | Responsibility |
| Beauty | | Relaxation |
| | Safety | |

Wheel Of Life

Think of your life as wheel, set your 1 year goals in each of these areas.



Emotional Awareness

The more you know what affects you (negatively or positively), the easier it is to find solutions especially when things get hard. Write down your thoughts based on each prompt below. Refer back to this page when you are having a hard time making sense of your emotions or need to remember the things that make you happy.



Things that make me laugh



Things that scare me



Hero Visual

You are the hero of this story. You must defeat the dragon in order to get to the treasure. The people are cheering you on!



In the box under the people, write down who can support you with your goals or where/how you can find encouragement or motivation.

In the box under the treasure, write down 2 of your goals.



In the box under the dragon, write down 1-3 things that may stop you from reaching your goal.



Draw your face or write your full name in the circle below.

HERO



Life Coaching Worksheets

ICARIANS

This Collection Holds 4 Folders



And Each Folder holds specific
Life Coaching Worksheets



1. Understanding the Past

- | | |
|--------------------------------|-----------------------------|
| 1. Letting Go | 7. Regret Reflection |
| 2. Getting Over Past Criticism | 8. Embrace Your inner child |
| 3. Finding Healing | 9. Processing Your Triggers |
| 4. Learning from the past | 10. Self Reflection Circles |
| 5. Radical Acceptance | 11. My Shield |
| 6. Confidence Booster | 12. Life reflection |

2. Understanding the Present

- | | |
|---------------------------------|-------------------------------|
| 13. Productivity Challenge | 26. What is Draining Me? |
| 14. Wheel Of Life | 27. Emotional Awareness |
| 15. SWOT Analysis | 28. A week of Awesomeness |
| 16. Work and Life Questionnaire | 29. Comfort Zone |
| 17. Priority Matrix | 30. Friendship |
| 18. Financial Reality | 31. Building Blocks Of You |
| 19. Feelings Brain Dump | 32. Feelings Meter |
| 20. My Animal | 33. Abc's Of Me |
| 21. Mission Statement | 34. Letter to Yourself |
| 22. See the Good | 35. Fill Your Cup |
| 23. Quick Check-in | 36. Mental Soundtrack |
| 24. Self-limiting Belief | 37. Rough Times |
| 25. Gratitude Journal | 38 -41. 40 powerful Questions |



3. Planning the Future

42. Solution Brainstorming

43. Action Brainstorming

44. Hero Visual

45. The Joy of giving

46. My Fav's

47. Getting To Know Me

48. Self esteem check

49. Future Goals

50. Planning Wheel

51. Thought Change

52. Assertiveness Builder

53. Ask the 5 Why's

54. My Peaceful Place

55. Passion and career organizer

56. Career Assessment

57. Facing Conflict

58. My Needs

59. Inner Me

60. Making a change

61. Places I Want To Go

62. How to be a better listener

63. Grounding

64. What Self-love Looks Like

65. Beliefs reflection

66. Core beliefs



4. Building Healthy Habits

- 67. Growth Mindset
- 68. Staying Motivated
- 69. Anger Coping
- 70. Time to slow down
- 71. Maximize your time
- 72. Smart goals
- 73. Social media Boundaries
- 74. Morning Routines
- 75. Limiting Beliefs
- 76. When Setting Boundaries
- 77. Imposter Syndrome Bingo
- 78. Be Your Own Cheerleader
- 79. Body Positive Affirmations
- 80. Burnout Reflection
- 81. Positive mindset tips
- 82. Romanticize Your Life
- 83. Comfort Habits
- 84. Delete Negative Self-talk
- 85. Self-care Brainstorm
- 86. Coping thoughts
- 87. Ways to stop overthinking
- 88. Calming Playlist
- 89. What's in my cup
- 90. My not to do list
- 91. Anti procrastination questions
- 92. Ways to Politely Say No
- 93. Healthy Coping Skills
- 94. Anxiety Tree
- 95. Stress Management
- 96. Letting Go Of Guilt
- 97. My House
- 98. Window Of Tolerance
- 99. Mindful Listening
- 100. Thoughts On Trial
- 101. Decastrophizing
- 102. Inner critic vs inner coach
- 103. Making choices
- 104. Reactions
- 105. Self love practices
- 106. General Health
- 107. Fact vs Opinion
- 108. Thought Rationalization



Value Driven Worksheets

These Life Coaching Worksheets, specially designed for Professional who also use Life Coaching methods, Mindset and NLP techniques in their training sessions.

These worksheets can be used as a tool to let your client express themselves in respect to all different aspects of life.

Based on these worksheets, you can evaluate and help your client effectively with data in your hand.

13. Storytelling for Corporate Trainers

40+ Stories with Notes in 9 Categories

Designed to Train Employees and College Students



Package Includes

- ✓ **40+ Engaging Stories** – Covering real-world corporate challenges, leadership lessons, and business insights.
- ✓ **9 Storytelling Categories** – Including Hero's Journey, Before-and-After Stories, Case Studies, Metaphors, Interactive Storytelling, and more.
- ✓ **Trainer's Guide** – Step-by-step instructions on how to deliver stories effectively to captivate your audience.
- ✓ **Scripts & Prompts** – Modify, adapt, and personalize each story to fit your training needs.

Key Highlight of the Package

Each Story comes with
Trainer's Instructions
and Scripts.



Few Story Titles

❖

1. The Unstoppable Resignation

2. Should you Fire your Best Performer

3. The Product Launch Disaster

4. The Toughest Leadership Decision

5. The Ethical Dilemma - Profits or Principles

6. Furious Guest to a Loyal Customer

7. A Toxic Star Employee

8. A Loyalty program that drove customer away

9. A Company that Grew too Fast



How to use these Stories

💡 **Kickstart Sessions with Impact** – Use these stories to set the tone for your training.

💡 **Drive Engagement** – Keep learners hooked through interactive participation.

💡 **Make Learning Memorable** – People remember stories 22x more than just facts—use them to reinforce key takeaways.

💡 **Use Across Various Training Topics** – Whether it's leadership, communication, sales or customer service, these stories fit seamlessly into any training program.



14. 70 Leadership & Management Worksheets

With Trainer's Notes with Each Template

EMOTIONAL INTELLIGENCE (EQ) DEVELOPMENT PLAN

Emotional Intelligence (EQ) is a critical skill for effective leadership. Use this worksheet to assess and develop your EQ across five key areas:

1. Self-Awareness

2. Self-Regulation

3. Motivation

4. Empathy

5. Social Skills

1. Self-Assessment (Rate yourself 1 - Low to 5 - High)

1. I am aware of my emotions as I experience them.	
2. I can control my emotional reactions in stressful situations.	
3. I stay motivated and focused on long-term goals.	
4. I can understand and share others' feelings (empathy).	
5. I build strong, positive relationships easily.	

2. Development Actions

- Self-Awareness: _____

- Self-Regulation: _____

- Motivation: _____

- Empathy: _____

- Social Skills: _____

COMPETENCY GAP ANALYSIS TEMPLATE

This template helps HR and L&D professionals identify gaps between current employee competencies and required skills, enabling focused training and development initiatives.

1. Role/Position Details

- Role/Position: _____

- Department: _____

- Reviewer: _____

2. Required Competencies

- List key competencies required for the role:

3. Current Competency Levels

- Assess current skill levels for each competency (scale 1-5):

4. Gap Identification

- Areas where current level < required level:

5. Development Plan

Board & Investor Communication Worksheet

Instructions:

This worksheet is designed for senior leaders, CEOs, and strategy heads to clarify their approach to communicating effectively with board members and investors. Use this to structure clear, concise, and confidence-building updates.

1. Communication Objective

What is the primary purpose of the upcoming communication? (e.g., strategy update, risk management, funding round, performance review)

Objective:

- _____

- _____

2. Key Messages

What are the top 3 takeaways you want the board or investors to walk away with?

Key Points:

- _____

- _____

- _____

3. Supporting Data & Evidence

What metrics, charts, financials, or KPIs will support your message?

Use visuals or summaries if applicable.

Notes:

- _____

- _____

- _____

4. Anticipated Questions / Concerns

List potential concerns board/investors may raise. Prepare clear, transparent responses.

Possible Questions:

- _____

- _____

Responses:

- _____

- _____

5. Alignment with Strategy & Vision

How does this communication reinforce long-term goals?

Strategic Fit:

This sheet guides leaders through Kotter's 8-Step Change Model to successfully plan and execute change initiatives.

1. Create a Sense of Urgency:

- Why is change necessary?

- What risks exist if we don't change?

2. Build a Guiding Coalition:

- Who are the change champions?

- How will they collaborate?

3. Form a Strategic Vision & Initiatives:

- What does the future look like?

- What are key initiatives?

4. Enlist a Volunteer Army:

- How will you engage employees?

Digital Transformation Readiness Sheet

1. Digital Vision Clarity

Describe your organization's vision for digital transformation in 2-3 sentences.

Vision Statement:

2. Leadership Commitment

How committed is your leadership team to driving digital change? Note specific examples or behaviors.

3. Employee Readiness & Culture

Assess team openness, tech-savviness, and mindset toward innovation.

Aspect	Low	Medium	High
Openness to Change	■	■	■
Digital Skills	■	■	■
Innovation Culture	■	■	■

4. Technology Infrastructure

Evaluate your current systems, cloud readiness, and digital tools.

5. Strategic Alignment

Are digital initiatives aligned with business goals and KPIs? Where are the gaps?

6. Priority Next Steps

List 3 immediate actions to improve your digital transformation readiness.

1. _____

2. _____

3. _____

KPIs & METRICS DASHBOARD WORKSHEET

This worksheet helps track Key Performance Indicators (KPIs) and essential metrics that align with strategic objectives. Use it to monitor performance and progress at a glance.

1. Objective / Goal

Objective: _____

Owner: _____

2. Key Performance Indicators

KPI 1: _____ Target: _____ Frequency: _____

KPI 2: _____ Target: _____ Frequency: _____

KPI 3: _____ Target: _____ Frequency: _____

KPI 4: _____ Target: _____ Frequency: _____

3. Metrics Dashboard (Track Actual vs Target)

Metric	Target	Actual	Status (On Track/Needs Attention)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Insights & Actions

Key insights from the data:

AGILE LEADERSHIP ACTION PLAN

This action plan is designed to help leaders apply Agile principles across leadership behaviors - enhancing adaptability, feedback loops, rapid decision-making, and iterative improvements.

1. Agile Mindset & Values

- What Agile values will you embody as a leader?

- How will you model adaptability and continuous learning?

2. Decision-Making Agility

- What processes can you simplify to speed up decisions?

- How will you empower your teams to make faster decisions?

TRAINER'S SESSION PLANNING TEMPLATE

This template helps trainers plan their sessions effectively, ensuring clear objectives, engaging methods, and proper resource allocation for successful training delivery.

1. Session Overview

Session title: _____

Duration & time: _____

Target audience: _____

2. Learning Objectives

Outcomes to achieve:

3. Session Agenda

Topic	Method	Notes
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Materials & Resources

RISK ASSESSMENT MATRIX WORKSHEET

This worksheet helps identify, assess, and prioritize risks based on their likelihood and impact, and plan mitigation strategies to manage them effectively.

1. Risk Identification

Risk Description	Category (Operational/Financial/Strategic/Compliance)
_____	_____
_____	_____
_____	_____

2. Likelihood & Impact Assessment (Scale: 1-Low, 5-High)

Risk	Likelihood (1-5)	Impact (1-5)	Risk Score (LxI)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Risk Prioritization Matrix

Plot risks on a Likelihood vs Impact matrix:

- High Impact + High Likelihood = Top Priority

- High Impact + Low Likelihood = Monitor Closely

- Low Impact + High Likelihood = Prepare Response

- Low Impact + Low Likelihood = Low Priority

4. Mitigation Actions

Risk	Mitigation Plan	Owner	Timeline
_____	_____	_____	_____
_____	_____	_____	_____

This Collection has 7 Categories



**And Each category holds 10 folders
with 2 files in each**



And The 7 Categories are..

1. Leadership Development

2. Team Management & People Skills

3. Strategic Thinking & Execution

4. Personal Productivity and Effectiveness

5. Training and Facilitation

6. Change Leadership & Transformation

7. Advanced Leadership & Executive Coaching

Let's look inside each category



1. LEADERSHIP DEVELOPMENT

- | | |
|--------------------------------|-------------------------------------|
| 1. Leadership Style Assessment | 6. Leader's Daily Focus & planner |
| 2. Emotional Intelligence | 7. Leadership Strengths and Gaps |
| 3. Vision and Mission Crafting | 8. Delegation & Empowerment Sheet |
| 4. Decision Making Framework | 9. Building Influence & Trust Map |
| 5. Values & Ethics Reflection | 10. Personal Leadership Brand Sheet |

2. TEAM MANAGEMENT & PEOPLE SKILLS

- | | |
|--------------------------------------|---|
| 11. Team roles and responsibilities | 16. Coaching & Mentoring Planner |
| 12. Conflict Resolution Action Plan | 17. Difficult Conversations Preparation |
| 13. Employee Engagement Sheet | 18. Team Culture Health Check |
| 14. Performance Feedback Template | 19. Effective Meeting Agenda & followup |
| 15. Motivation and Recognition Sheet | 20. Remote Team collaboration sheet |

3. STRATEGIC THINKING AND EXECUTION

- | | |
|------------------------------------|--------------------------------------|
| 21. One page Business Strategy Map | 26. Change Management Kotter 8-Step |
| 22. Balanced Scorecard Template | 27. Project Execution Roadmap |
| 23. SWOT TOWS Quick Analysis sheet | 28. Innovation and Idea Evaluation |
| 24. OKR Template | 29. Risk Assessment Matrix Worksheet |
| 25. KPIs & Metrics Dashboard Sheet | 30. Scenario Planning Canvas |



4. PERSONAL PRODUCTIVITY & EFFECTIVENESS

- | | |
|---------------------------------------|-------------------------------------|
| 31. Time Management Matrix | 36. Work Life Balance Assessment |
| 32. Daily Weekly Productivity Planner | 37. Success Visualisation Worksheet |
| 33. Goal Setting & Achievement sheet | 38. Habit Building Tracker |
| 34. Focus & Distraction Control sheet | 39. Decision Making Checklist |
| 35. Stress Management Action Plan | 40. Continuous Learning Plan |

5. TRAINING AND FACILITATION

- | | |
|--------------------------------------|--|
| 41. Training Needs Analysis | 46. Participant Engagement Tracker |
| 42. Trainer's Session planning sheet | 47. Group Discussion & Role Play sheet |
| 43. Workshop activity planning sheet | 48. One page Training Report template |
| 44. Post Training feedback summary | 49. Competency Gap Analysis sheet |
| 45. Learning Transfer Plan | 50. Training ROI Measurement sheet |

6. CHANGE LEADERSHIP & TRANSFORMATION

- | | |
|-------------------------------------|--------------------------------------|
| 51. Change Readiness Assessment | 56. Leadership Alignment & Buy-in |
| 52. Stakeholder Influence & Impact | 57. Innovation Adoption Canvas |
| 53. Change Communication Planning | 58. Agile Leadership Action Plan |
| 54. Management resistance to change | 59. Digital Transformation Readiness |
| 55. Cultural Transformation Roadmap | 60. Post Change Success Evaluation |

7. ADVANCE LEADERSHIP & EXECUTIVE COACHING

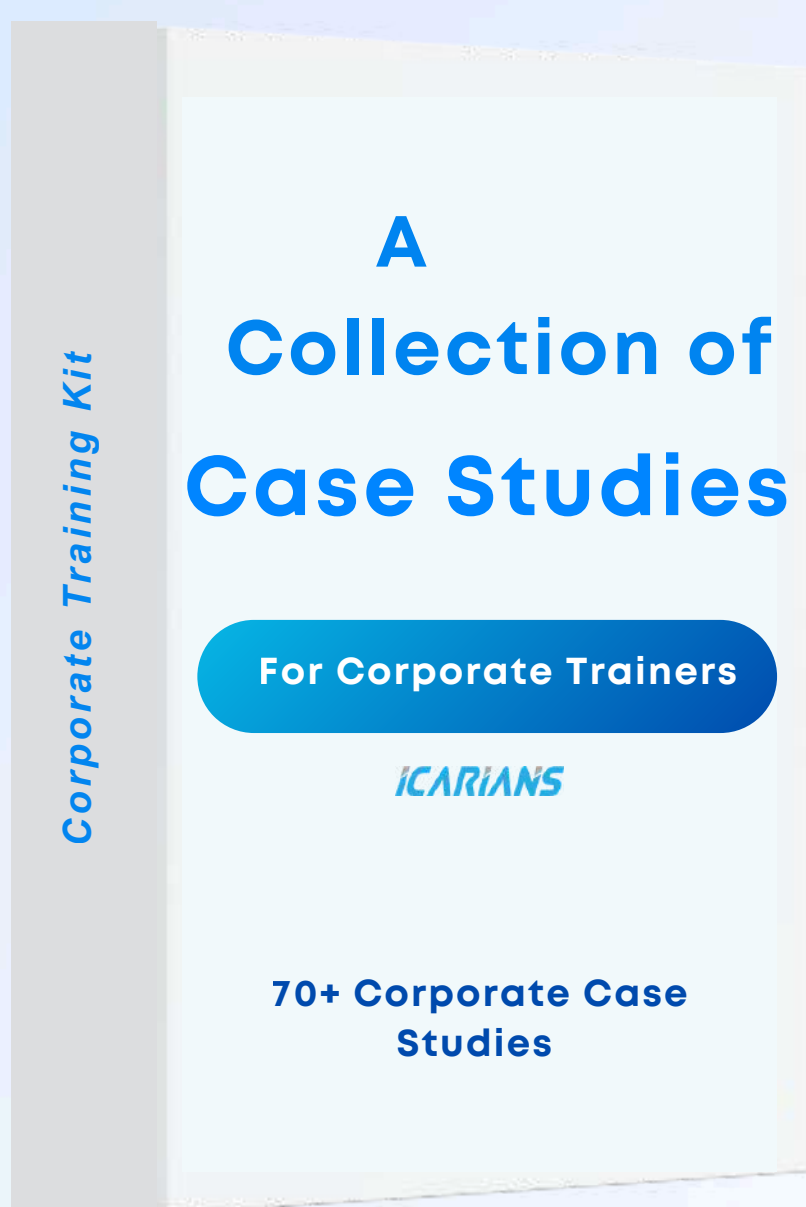
- 61. Executive Presence Development Plan
- 62. Strategic Networking Map
- 63. CEO Top Management Prioritization Framework
- 64. Board and Investor Communication Worksheet
- 65. Succession planning one pager
- 66. Crisis Leadership Quick Response Template
- 67. Leader as a Coach Conversation guide
- 68. Cross functional collaboration Canvas
- 69. Global Leadership Competency Matrix
- 70. Ethical Dilemmas Decision Guide

Each Template comes with Detailed Trainer's Instructions and Scripts.



15. 70+ CORPORATE CASE STUDIES

IN 10 DIFFERENT CATEGORIES



Innovation and Disruption

Customer Centric Strategies

Adaptability and Crisis Management

Employee Well-being and Culture

Ethical Business Practices

Supply Chain Management

Financial Management and Investments

Branding and Marketing

Corporate Social Responsibility

Technology Adoption & Integration

DISCOVER CORPORATE BEHAVIOURS LIKE..

- Strategic Planning
- Leadership Dynamics
- Market Entry Strategies
- Crisis Management
- Organizational Culture
- Crisis Communication
- Change Management
- Diversity and Inclusion
- Employee Engagement and much more..





KEY HIGHLIGHTS OF THESE CASE STUDIES

Practical Insights

Contextual Learning

Bridging Theory and Practice

Leadership Insights

Real Time Examples

Methods used by Top Companies

Crises Management

Employee Well-being



Bonus - 25 Training Files

Forms, Worksheets, Checklists, Templates in MSWord



- | | | | |
|----|--------------------------------------|----|-------------------|
| 01 | Training Calendar Format | 12 | TNA Checklist |
| 02 | TNA Worksheet | 13 | TNA Questionnaire |
| 03 | Training Feedback Form | 14 | Training Agenda |
| 04 | Training Evaluation Form | | |
| 05 | Training Logistics - Worksheet | | |
| 06 | Trainers Skills Evaluation Checklist | | |
| 07 | Training and Workshop Planning Form | | |
| 08 | Pre and Post Training Checklist | | |
| 09 | Training Planning Template | | |
| 10 | Training Self Evaluation Form | | |
| 11 | Training Workplan Form | | |





Bonus - 25 Training Files

Forms, Worksheets, Checklists, Templates in MSWord



- 15 **Creating a training program using ADDIE Model**
- 16 **Designing Learning Outcomes**
- 17 **Standards of production of training curriculum**
- 18 **Train the Trainer post training Evaluation**
- 19 **Training Design Competency Checklist**
- 20 **Training Material Production workplan**
- 21 **Training Observation**
- 22 **Presentation Skills Checklist**
- 23 **Training Development Worksheet**
- 24 **Verbs for Writing Learning Objectives**
- 25 **Icebreaker Activities**



Let's Look at some Screenshots



Of the Entire Content

Designed with Creativity and Elegance

Simple Strategies



Introduction To Time Management

- Time is a limited resource use it wisely!
- Better time management = Higher productivity & less stress.
- Employers value employees who manage time effectively.



Common Ethical Challenges At Work



Common Critical Thinking Pitfalls



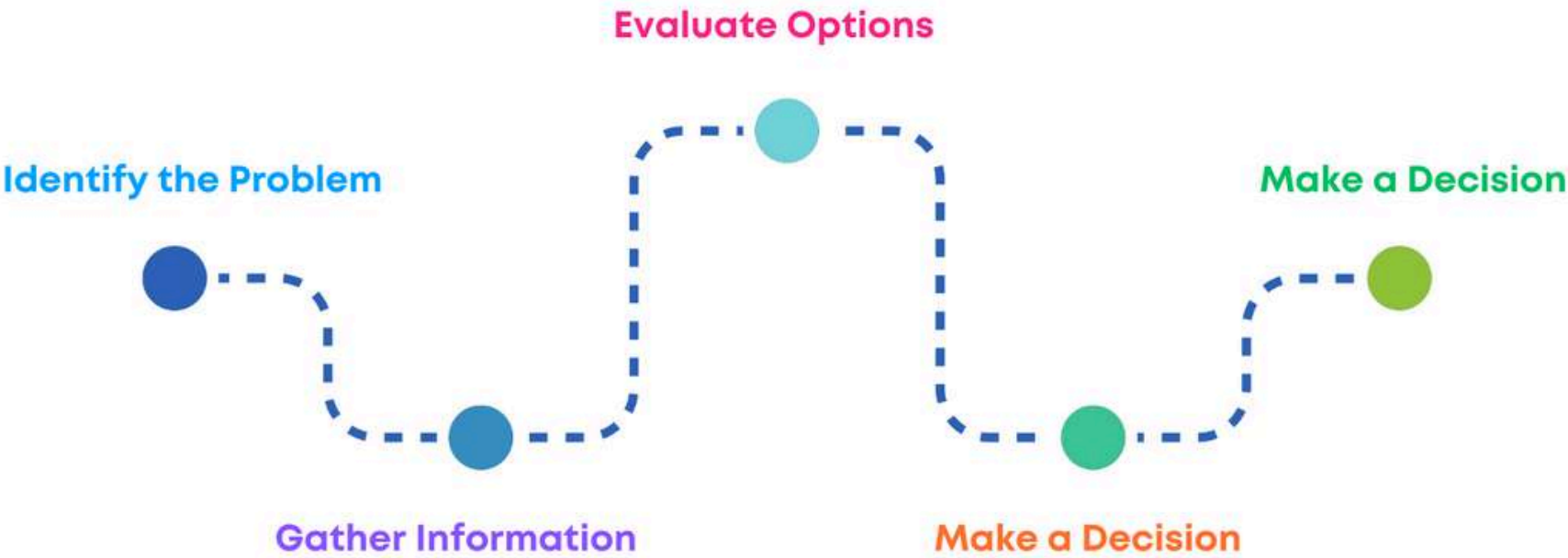
1. **Vision** - Clear goals and direction.
2. **Communication** - Express ideas effectively.
3. **Integrity** - Honesty and ethical behavior.
4. **Empathy** - Understanding others perspectives
5. **Decisiveness** - Making informed decisions under pressure.

Qualities Of A Strong Leader

Professional Etiquette & Workplace Ethics



The 5-Step Critical Thinking Process



For Master Trainers

Session Objectives -

By the end of this session, participants will:

- Learn how to streamline processes for efficiency.
- Understand effective delegation techniques.
- Apply process mapping to optimize workflows.



Conflict Resolution and Positive Workplace Culture



Session 5



Tracking and Alignment Techniques

KPIs & Metrics

Track performance indicators (e.g., on-time deliveries, inventory turnover).

Progress Reviews

Weekly check-ins and quarterly assessments.

Realtime Dashboards

Use tools like SAP, Oracle, or Power BI for visibility.

Feedback Loops

Regular team discussions to course-correct.

Self-Awareness

Emotional Intelligence

Resilience

Decision-Making Skills

Developing Leadership Qualities

Leadership Styles Overview

Style	Key Traits	Best For
Autocratic	Direct Control, Clear Authority	Crisis Management
Democratic	Team involvement, Collaboration	Innovation and Engagement
Transformational	Visionary, Inspires Change	Organisational Growth
Servant Leadership	Empathy, Team First Approach	Employee Engagement & Morale

Handling Final Objections

Apply LAER Framework to address the last minute hesitations offering customers.

L Listen

A Acknowledge

E Explore

R Respond

01

Lead by Example

02

Empower Teams

03

Encourage Open Dialogue

04

Set Clear Expectations

Building Trust and Accountability

Example: Microsoft's culture shift under Satya Nadella, fostering a growth mindset and team accountability

For Professionals

- Builds Long-term Relationships
- Ensures Customer Satisfaction
- A strong hope for Future Sales

Follow up Matters



Buyer Personas

Let's Explore



1. Be Genuine
2. Admit when you don't have answer
3. Be consistent
4. Align your values with customer
5. Show long term commitment

Building Authenticity In Sales

Let's Recap - |

Module 1	Module 2	Module 3	Module 4
Understanding the Sales Process	Importance of customer centric selling	Effective Communication, Consultative Selling	Cold Calling and Leveraging Networks

74

20

Personalized Action plan



1. What resonated with you the most?
2. What improvements you think you need?
3. Setting Smart Goals

76

Why Product Knowledge Matters

- Builds Credibility
- Enhances Trust
- Enables Problem Solving

Sales Mindset

Growth Mindset



Positive Attitude

Staying Resilient

05

What is Prospecting..!

The process of identifying and qualifying potential customers for your product or service.



41

For Freelance Trainers

Handling Rejections Positively

In sales, rejection is a part of the process. Not every customer will say ok and that's Okay.

"When faced with rejection, thank the customer for their time, maintain professionalism, and leave the door open for future conversations."

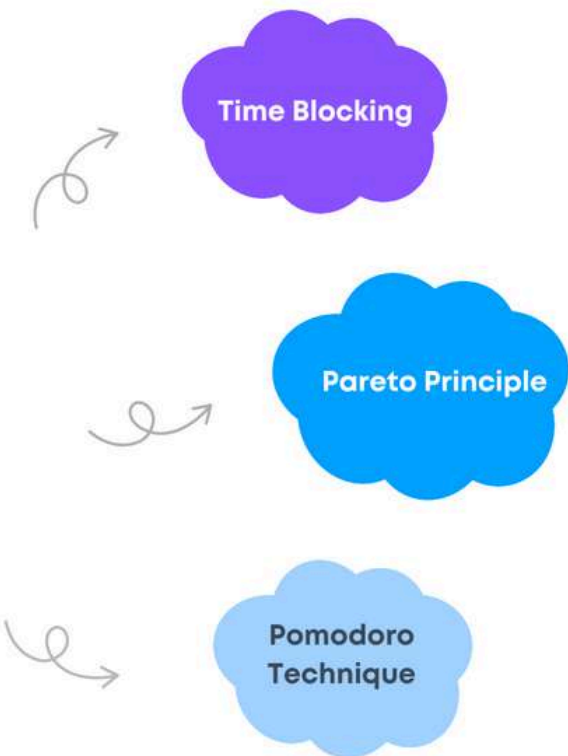


Cold Calling & Outreach Techniques

Let's Explore



More Time Management Techniques



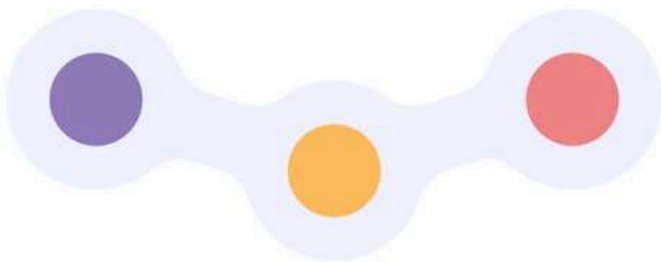
Impact of Good service on Sales



- Positive Referrals
- Brand Reputation
- Customer Retention
- Increased Sales
- Feedback and Improvement

Effective Questioning

Open Ended Questions



Probing Questions

Clarifying Questions

Module 1	Module 2	Module 3	
Understanding the Sales Process	Importance of customer centric selling	Effective Communication, Consultative Selling	Coaching and Feedback

Closing Techniques

Assumptive Close

"When would you like the delivery to begin?"

Urgency Close

"The Offer is only valid for today."

Handling Final Objections

Apply LAER Framework to address the last minute hesitations offering customers.

- L Listen
- A Acknowledge
- E Explore
- R Respond

Clean and Exclusive

Why Conduct TNA

1.

Enhances efficiency.
2.

Boosts employee morale
3.

Keep supportive environment

Step 6 - Develop a Training Plan



Example: Role-playing for customer service.

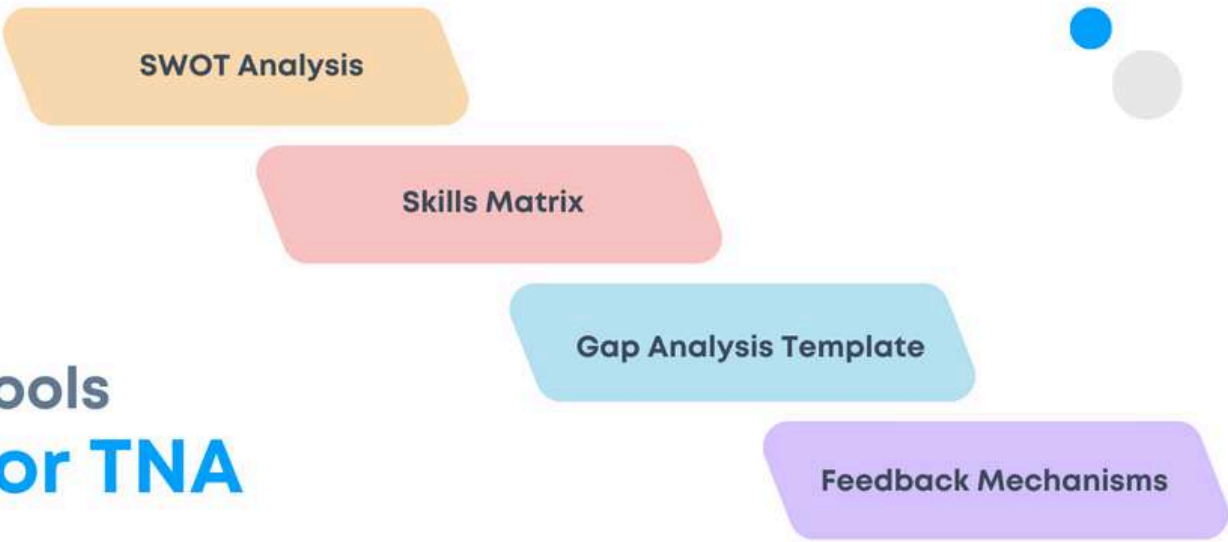
Step 3 - Collect Data

Methods -

- Surveys and questionnaires.
- Interviews.
- Observations.
- Performance metrics.



Tools For TNA



Interactive Quiz.

What's the first step in TNA?

Collect data

Define objectives

Analyze data

Loading...

Real Life TNA Example

Retail Sales Decline



Challenges in TNA

1.

Resistance to change.
2.

Incomplete data.
3.

Time constraints.

Skills Matrix

Employee	Skill A	Skill B	S
Employee 1	Expert	Intermediate	Be
Employee 2	Beginner	Expert	Inter

White-Labelled and Editable

Leadership Implications of Temperaments

**Guardians (SJ)**

Strengths: Reliable, structured, process-driven

Blind Spot: Resist change, risk rigidity

Leadership Value: Build trust through consistency

**Artisans (SP)**

Strengths: Energetic, adaptable, thrive in crisis

Blind Spot: Weak at planning and follow-through

Leadership Value: Inspire action and agility

**Idealists (NF)**

Strengths: Empathetic, motivational, values-driven

Blind Spot: Avoid conflict, overly idealistic

Leadership Value: Boost morale, foster growth and trust

**Rationals (NT)**

Strengths: Strategic, analytical, visionary

Blind Spot: Can appear detached, overly critical

Leadership Value: Provide clarity and long-term vision

Activity: “The Island Survival Challenge”

- S** = Details & resources

N = Possibilities & big picture

T = Logic & structure

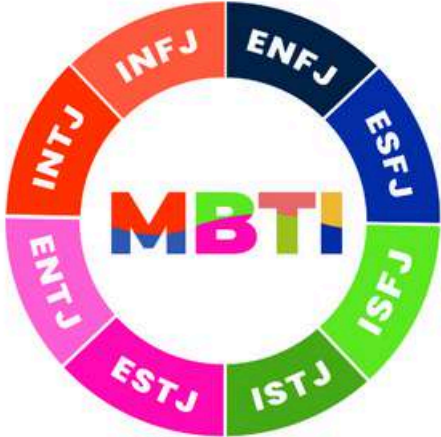
F = People & harmony
- Debrief Questions:

 - Whose voice dominated?
 - What strengths emerged?
 - What was overlooked?



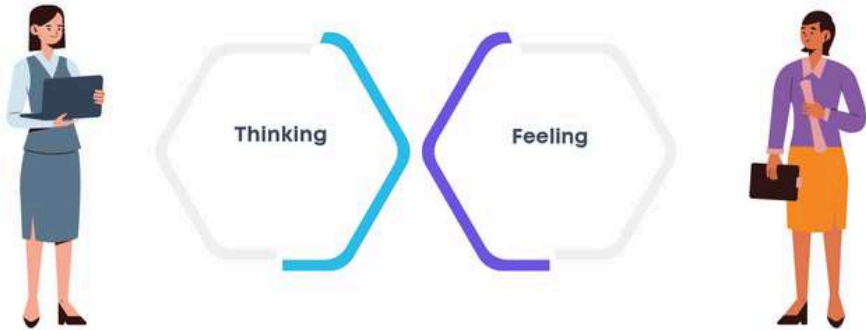
MBTI

The MBTI (Myers-Briggs Type Indicator) framework is a popular personality assessment tool that categorizes individuals into one of 16 distinct personality types based on their preferences across four dichotomies:



Leadership in Action

Two managers handling the same issue differently



Discuss how both approaches have value and potential blind spots.

Strengths & Pitfalls of Each Style

Style	Strengths	Pitfalls
E – I	Energetic vs. Thoughtful	May dominate vs. May stay silent
S – N	Practical vs. Visionary	Miss big picture vs. Miss details
T – F	Objective vs. Empathetic	May seem harsh vs. May avoid tough
J – P	Structured vs. Flexible	Inflexible vs. Procrastination risk

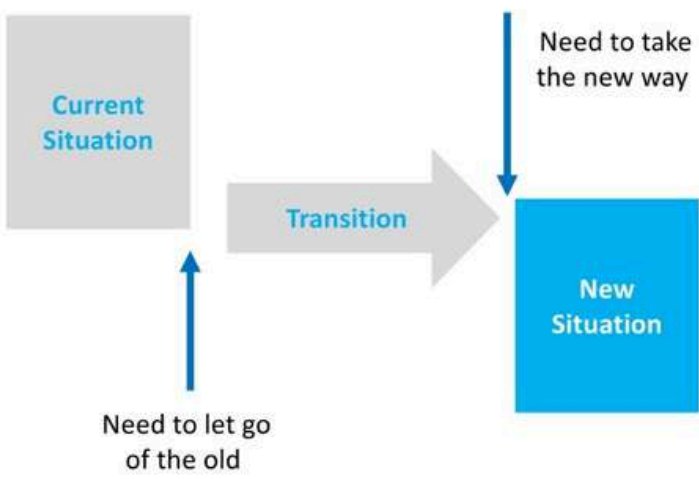
Extraversion (E) vs. Introversion (I), Sensing (S) vs. Intuition (N), Thinking (T) vs. Feeling (F), and Judging (J) vs. Perceiving (P).

Developed by **Isabelle Myers and Katharine Briggs**, it aims to help individuals understand themselves and others better, and it's often used for team building and personal development.

E – I
S – N
T – F
J – P

With diagrams

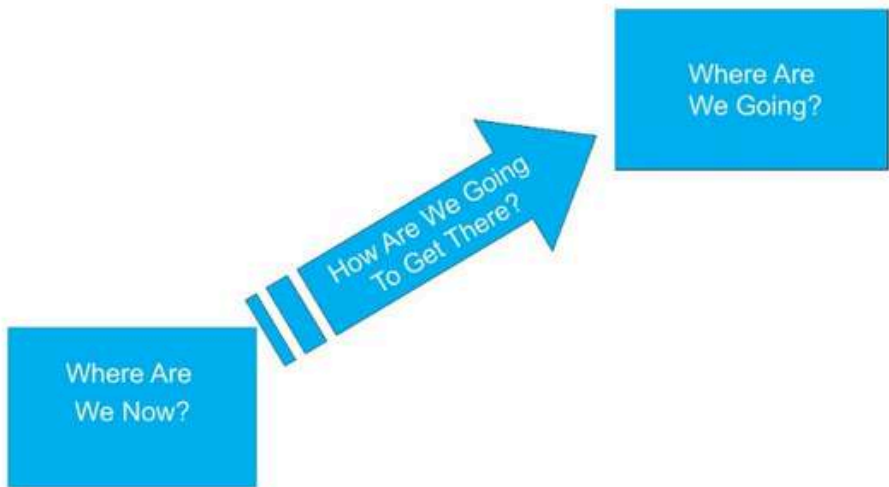
The Transition



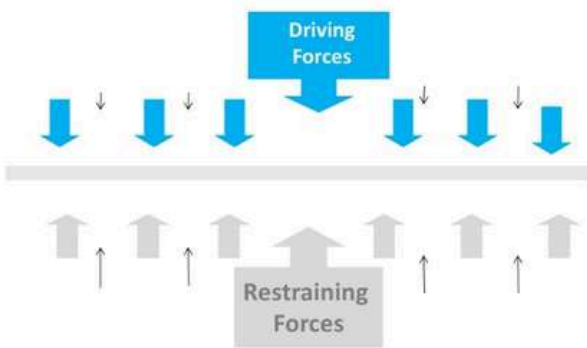
Leadership Styles



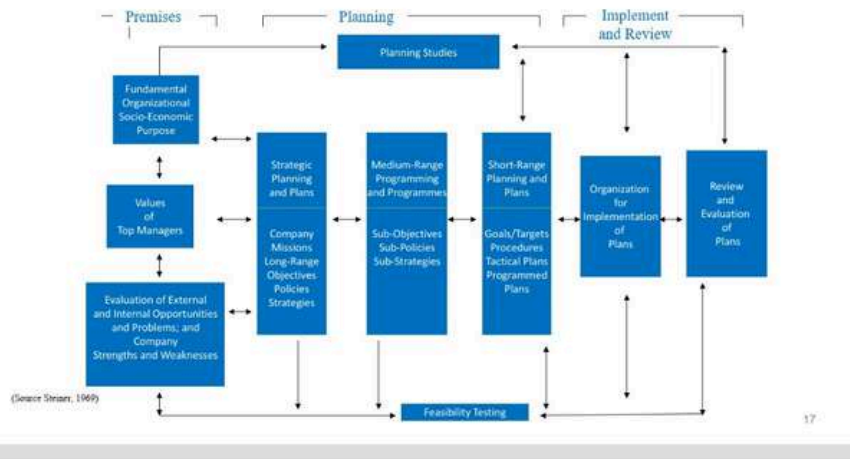
What is Strategy?



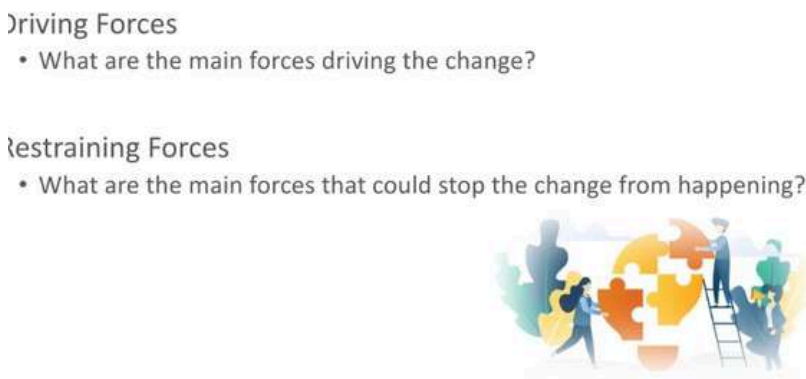
Re-Balancing The Equilibrium



The Planning School



Re-Balancing The Equilibrium



Do We Need Strategy?



The Positioning School

- Strategy Formation as an Analytical Process
- Strategies are generic - based on analysis
- Strategies are identifiable positions in the marketplace
- Strategies define organizational structure



Personal Productivity - Benefits



Visioning



Influence Zones



Personal Productivity - Benefits

- Benefits accruing to the individual include:
 - Increased motivation
 - Decreased stress
 - Achievement of objectives
 - Reward and recognition



Personal Productivity - Benefits

- Benefits accruing to the team include:
 - Better working environment
 - Faster achievement of objectives
 - Recognition and reward
 - Motivation



Influence Zone

ce Zone
ship behavior which targets behavior and activities that the
doing and that which the employee would probably perform

Formalize the Need for Change

- What is leading the change?
- Economic Pressures
 - Technology
 - Customer Satisfaction

What is the purpose of the organization?

What key result areas are desired?



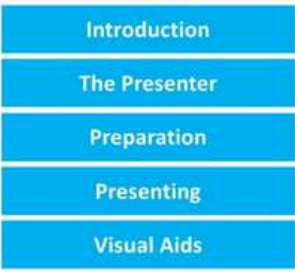
and Infographics



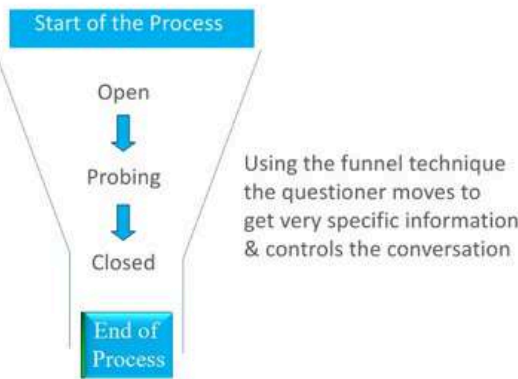
Preparation



Effective Presentation Skills



The Funnel Technique



Planning



Planning

- How we plan affects our personal productivity
- Planning ranges
 - Long term
 - Strategic
 - > 1 year



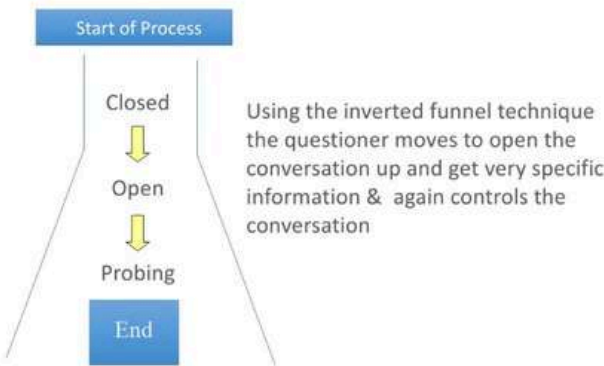
Presentation Skills and the Organization

- Presentations are a part of most managers' lives in today's organizations
- For internal presentations
 - Valuable method for communication
- For external presentations
 - Contribute to corporate image
 - Valuable method for communication



It is crucial that personnel can present professionally

The Inverted Funnel Technique



The Presenter



Presentation Skills and the Organization

- An organization which has poor capability for effective presentations can be damaged because of:
 - Loss of a very effective communication tool
 - Lack of professional presentation to customers can lead to loss of revenue - both actual and prospective
 - Poor corporate image



Exploring

- This is a very inclusive style
- The key factor is the movement towards a position of mutual benefit
- It uses listening, questioning and summarizing techniques to ensure inclusivity
- It may be interpreted as 'nosey' if used constantly



Managing First Impressions

- For a presenter - the first impression an audience has is dependent upon two main attributes
 - Appearance
 - Grooming
 - Clothes
 - Surroundings
 - Behavior



Personal Productivity - Benefits



Personal Productivity - Benefits

- Benefits accruing to the individual include:
 - Increased motivation
 - Decreased stress
 - Achievement of objectives
 - Reward and recognition



Stress & Personality Types



Stress & Personality Types

- Perfectionist
 - Idealistic and Conscientious
 - Stress occurs when work doesn't meet their high expectations
- Helper
 - Caring and Attentive
 - Stress emerges from their reluctance to say 'NO'



Clarity of Roles



Clarity of Expectations



Personal Productivity - Benefits

- Benefits accruing to the team include
 - Better working environment
 - Faster achievement of objectives
 - Recognition and reward
 - Motivation



Designed with Creativity and Elegance

Train The Trainer

Training Fundamentals

01

Why Training Fundamentals Matter

- Understand adult learning principles.
- Adapt to diverse learning styles.
- Balance content delivery and engagement.



Andragogy - Principles of Adult Learning



Slide 3 of 20

Principles of Andragogy



How to apply Andragogy

- Use workplace scenarios for context.
- Include real-life problem-solving activities.
- Empower learners to set their goals.



Understanding Learning Styles

Visual Auditory Read/Write Kinesthetic

Essential Trainer Qualities



Key Traits: Empathy, adaptability, expertise, confidence

Understanding Learning Styles



Create Inclusive Training Content



Training Files Screenshots



Participant Information:

Quick 3 Hours Training Module

Mastering Sales

For Training Jr. And Mid Level Employees

ICARIANS

Module Overview:

3-Hour Sales Workshop Outline for Junior and Mid-Level Employees

Section 1: Current Sales Practices

1. Multiple Choice Questions:

- Question 1: How often do you engage in direct sales activities (e.g., sales calls, client meetings)?
 - ☐ A. Daily
 - ☐ B. Weekly
 - ☐ C. Monthly
 - ☐ D. Rarely
- Question 2: What sales methodology do you primarily use?
 - ☐ A. Solution Selling
 - ☐ B. Consultative Selling
 - ☐ C. SPIN Selling
 - ☐ D. Other (please specify): _____

2. True/False Questions:

- Question 3: I regularly set specific, measurable sales targets for myself and my team.
 - ☐ True
 - ☐ False



Activities for Module 1: Introduction to Sales Basics

ICARIANS

Activity 1: Icebreaker – “Sales in Everyday Life”

Sales Training Module 4

Trainer's Guide

With Instructions, Timings, Recommended Activities etc.

ICARIANS

Trainer's Guide

Module 4: Prospecting and Lead Generation



Trainer's Guide

ICA

Objection Handling

Price and Budget Objections

For Training Jr. And Mid Level Employees

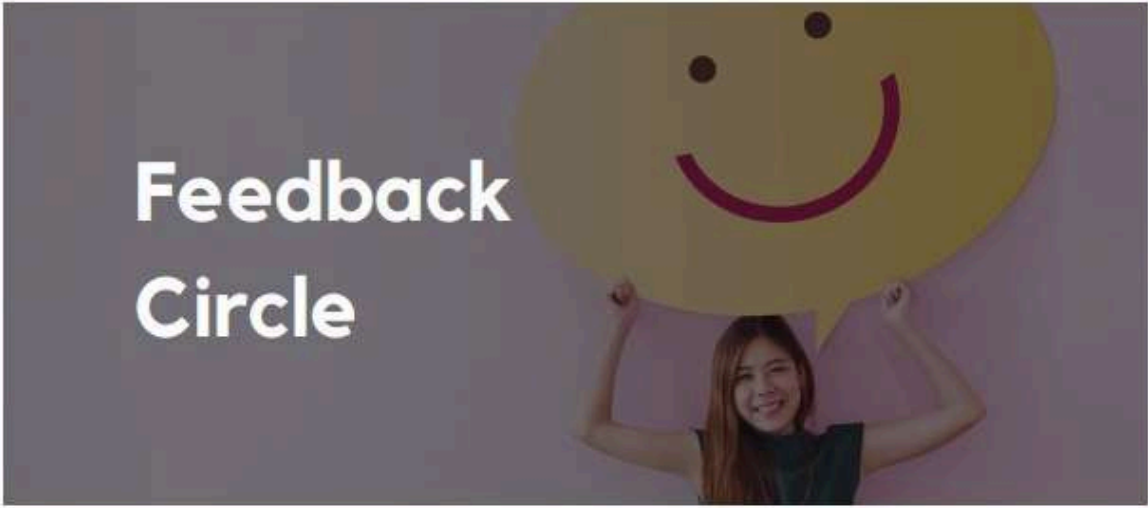
1. Price and Budget Objections

Key Strategies for Handling Price and Budget Objections:

1. Acknowledge the Objection: Show that you understand and empathize with the customer’s concern.

Example: “I completely understand that budget is a key con

Training Models, Guides, Case Studies



Feedback Circle

ICARIANS

Objective

To practice giving and receiving constructive feedback in a supportive environment, thereby improving feedback skills and fostering a culture of openness and continuous improvement.

Duration

1-1.5 hours



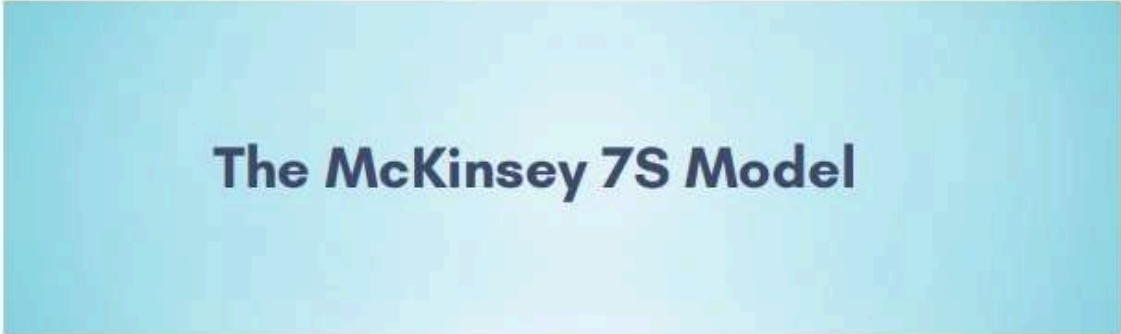
The ADKAR Model

The ADKAR Model

The ADKAR Model is a change management framework developed by Jeff Hiatt, founder of Prosci Inc., in the late 1990s. It is designed to help organizations and individuals navigate change effectively by focusing on the key elements necessary for successful change adoption at the individual level.

History:

The ADKAR Model was developed based on research conducted by Prosci Inc. into the common factors influencing successful change initiatives. Jeff Hiatt recognized the need for a structured approach to address the human



The McKinsey 7S Model

The McKinsey 7-S Model

The McKinsey 7-S Model is a management framework developed by Tom Peters and Robert Waterman at McKinsey & Company in the late 1970s. It identifies seven internal factors that are essential for organizational effectiveness and performance. The model emphasizes the interdependence and alignment of these elements to achieve strategic objectives. Here's a detailed explanation of each component:

- 1. Strategy:** This element refers to the organization's overall direction and approach for achieving its goals. It includes strategic objectives, plans, and initiatives to create a competitive advantage in the marketplace.
- 2. Structure:** Structure pertains to the organization's formal framework of roles, responsibilities, and reporting relationships. It defines how activities are coordinated, decisions are made, and resources are allocated within the organization.
- 3. Systems:** Systems encompass the processes, procedures, and workflows that support the execution of organizational activities. This includes information systems, performance management systems, and operational processes designed to achieve strategic objectives.
- 4. Shared Values:** Shared values represent the core beliefs, principles, and cultural norms that guide behavior and decision-making within the



Storytelling for Leaders

ICARIANS

Objective

Enhance storytelling skills to inspire and engage teams by effectively conveying leadership lessons or visions.

Duration

1 hour



Values-Based Decision Making

ICARIANS

Pre & Post Training Documents



www.icarians.net

PRE-TRAINING QUESTIONNAIRE

INSTRUCTIONS: The questions below highlight key interviewing points. Consider the questions and write your answers in the space provided.

1. What are two things you may look for when reviewing resumes?
2. Why are job descriptions important?
3. What can you do at the beginning of your interview to put your candidate at ease?
4. (T or F) If candidates get off the subject, you should allow them to continue because they could tell you something you may not have been able to solicit using your preplanned questions.
5. Should you take notes during the interview?
6. Is it legal to ask a job candidate where they were born if you detect an accent in their voice?
7. What is the best predictor of future behavior?



Training Agenda - Sample....



www.icarians.net

Sample Training Agenda

Place Logo
Institution
Title of Training
Location

Trainer(s): Name(s)

Training Coordinator: Name

Materials Provided

- 1.
- 2.
- 3.
- 4.

Learning Objectives

Upon completion of this program, the trainee will be better able to:

Distinguish ...

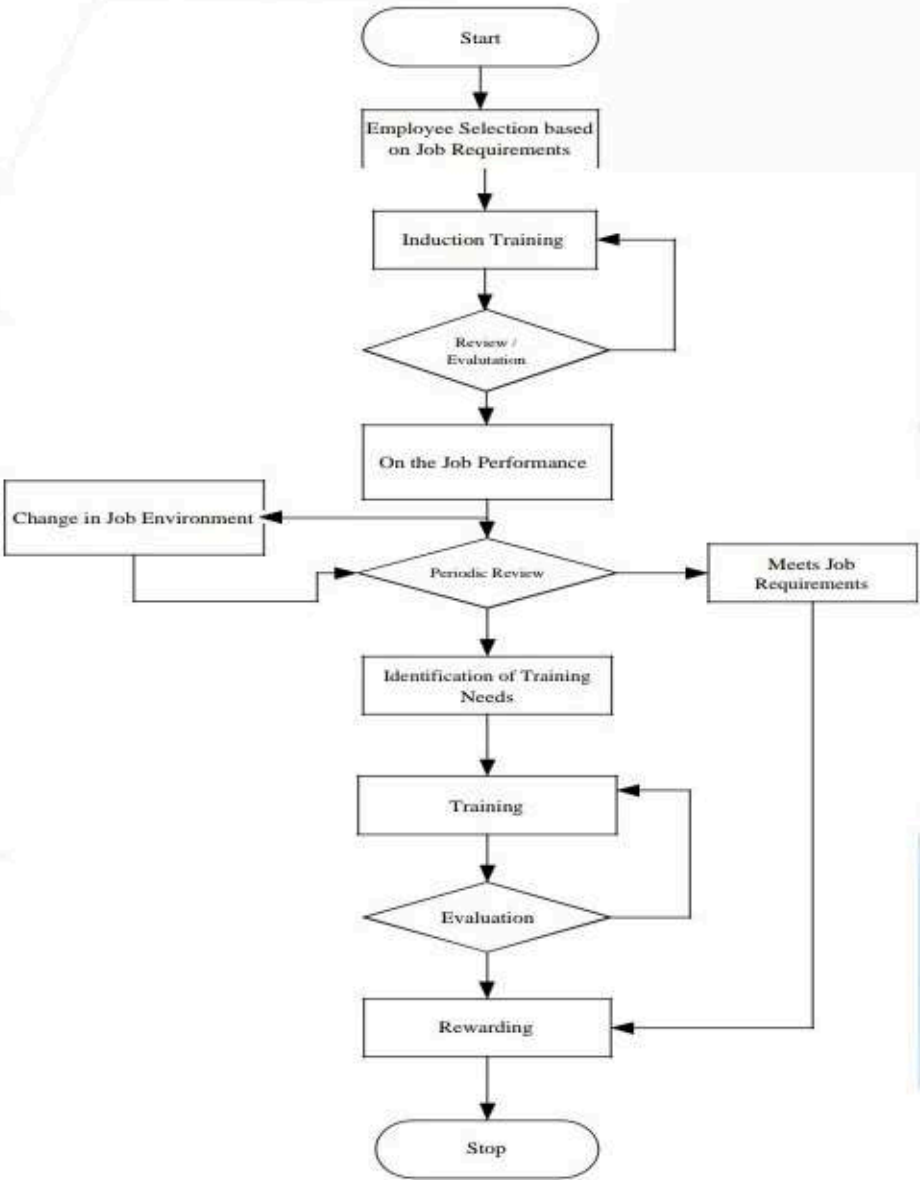
Identify ...

Describe ...



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Training Flow Chart



1



Training Needs Analysis Questionnaire

Name of Employee: _____

Department: _____

General

1. Are you a new employee or a long-standing employee of the company? _____
2. How long have you been in your **present** job? _____

Confirmation of Current Duties

3. Do you have a Job Description for your job? Yes _____ No (Go to Q 6) _____
4. Is your job accurately described in the Job Description? Yes (Go to Q 14) _____ No _____

- 5.A** If no, what extra duties do you do that need to be added to your Job Description?
- _____
- _____
- _____
- 5.B** What duties are no longer part of your job and can be deleted from your Job Description?
- _____
- _____
- _____

70 Templates and Worksheets

EMOTIONAL INTELLIGENCE (EQ) DEVELOPMENT PLAN

Emotional Intelligence (EQ) is a critical skill for effective leadership. Use this worksheet to assess and develop your EQ across five key areas:

- Self-Awareness
- Self-Regulation
- Motivation
- Empathy
- Social Skills

1. Self-Assessment (Rate yourself 1 - Low to 5 - High)

1. I am aware of my emotions as I experience them.	
2. I can control my emotional reactions in stressful situations.	
3. I stay motivated and focused on long-term goals.	
4. I can understand and share others' feelings (empathy).	
5. I build strong, positive relationships easily.	

2. Development Actions

- Self-Awareness: _____
- Self-Regulation: _____
- Motivation: _____
- Empathy: _____
- Social Skills: _____

3. Reflection & Commitments

COMPETENCY GAP ANALYSIS TEMPLATE

This template helps HR and L&D professionals identify gaps between current employee competencies and required skills, enabling focused training and development initiatives.

Role/Position Details

Role/Position: _____
Department: _____
Reviewer: _____

Required Competencies

List key competencies required for the role:

Current Competency Levels

Assess current skill levels for each competency (scale 1-5):

Gap Identification

Areas where current level < required level:

Development Plan

CHANGE MANAGEMENT (KOTTER 8-STEP FRAMEWORK) SHEET

This sheet guides leaders through Kotter's 8-Step Change Model to successfully plan and execute change initiatives.

1. Create a Sense of Urgency:

- Why is change necessary?
- What risks exist if we don't change?

2. Build a Guiding Coalition:

- Who are the change champions?
- How will they collaborate?

3. Form a Strategic Vision & Initiatives:

- What does the future look like?
- What are key initiatives?

4. Enlist a Volunteer Army:

- How will you engage employees?
- How will you gain commitment?

AGILE LEADERSHIP ACTION PLAN

This action plan is designed to help leaders apply Agile principles across leadership behaviors - enhancing adaptability, feedback loops, rapid decision-making, and iterative improvements.

1. Agile Mindset & Values

- What Agile values will you embody as a leader?

- How will you model adaptability and continuous learning?

2. Decision-Making Agility

- What processes can you simplify to speed up decisions?

- How will you empower your teams to make faster decisions?

Digital Transformation Readiness Sheet

1. Digital Vision Clarity

Describe your organization's vision for digital transformation in 2-3 sentences.

Vision Statement: _____

2. Leadership Commitment

How committed is your leadership team to driving digital change? Note specific examples or behaviors.

3. Employee Readiness & Culture

Assess team openness, tech-savviness, and mindset toward innovation.

Aspect	Low	Medium	High
Openness to Change	■	■	■
Digital Skills	■	■	■
Innovation Culture	■	■	■

4. Technology Infrastructure

Evaluate your current systems, cloud readiness, and digital tools.

5. Strategic Alignment

Are digital initiatives aligned with business goals and KPIs? Where are the gaps?

6. Priority Next Steps

List 3 immediate actions to improve your digital transformation readiness.

- _____
- _____
- _____

TRAINER'S SESSION PLANNING TEMPLATE

This template helps trainers plan their sessions effectively, ensuring clear objectives, engaging methods, and proper resource allocation for successful training delivery.

1. Session Overview

- Session title: _____
- Date & time: _____
- Target audience: _____

2. Learning Objectives

- Key outcomes to achieve:

3. Session Agenda

Time | Topic | Method | Notes

4. Trainer's Reflection & Feedback

KPIs & METRICS DASHBOARD WORKSHEET

This worksheet helps track Key Performance Indicators (KPIs) and essential metrics that align with strategic objectives. Use it to monitor performance and progress at a glance.

Objective / Goal

Objective: _____
Owner: _____

Key Performance Indicators

PI 1: _____ Target: _____ Frequency: _____
PI 2: _____ Target: _____ Frequency: _____
PI 3: _____ Target: _____ Frequency: _____
PI 4: _____ Target: _____ Frequency: _____

Metrics Dashboard (Track Actual vs Target)

Metric | Target | Actual | Status (On Track/Needs Attention)

Insights & Actions

Key insights from the data:

RISK ASSESSMENT MATRIX WORKSHEET

This worksheet helps identify, assess, and prioritize risks based on their likelihood and impact, and plan mitigation strategies to manage them effectively.

1. Risk Identification

Risk Description | Category (Operational/Financial/Strategic/Compliance)

2. Likelihood & Impact Assessment (Scale: 1-Low, 5-High)

Risk | Likelihood (1-5) | Impact (1-5) | Risk Score (LxI)

3. Risk Prioritization Matrix

Plot risks on a Likelihood vs Impact matrix:

- High Impact + High Likelihood = Top Priority
- High Impact + Low Likelihood = Monitor Closely
- Low Impact + High Likelihood = Prepare Response
- Low Impact + Low Likelihood = Low Priority

4. Mitigation Actions

Risk | Mitigation Plan | Owner | Timeline

Board & Investor Communication Worksheet

Instructions:

This worksheet is designed for senior leaders, CEOs, and strategy heads to clarify their approach to communicating effectively with board members and investors. Use this to structure clear, concise, and confidence-building updates.

1. Communication Objective

What is the primary purpose of the upcoming communication? (e.g., strategy update, risk management, funding round, performance review)

Objective: _____

2. Key Messages

What are the top 3 takeaways you want the board or investors to walk away with?

Key Points: _____

3. Supporting Data & Evidence

What metrics, charts, financials, or KPIs will support your message?

Use visuals or summaries if applicable.

Notes: _____

4. Anticipated Questions / Concerns

List potential concerns board/investors may raise. Prepare clear, transparent responses.

Possible Questions: _____

Responses: _____

5. Alignment with Strategy & Vision

How does this communication reinforce long-term goals?

Strategic Fit: _____

Trainer's Notes with each Template

61. Executive Presence Development Plan

Trainer's Guide with Instructions

ICARIANS

Objective of This Template -

The Executive Presence Development Plan helps leaders and aspiring executives reflect on the three core elements of executive presence: Gravitas, Communication, and Appearance. The goal is to support leaders in identifying development goals and outlining concrete actions that strengthen their presence, influence, and credibility.

Trainer's Notes (How to Use This Template Effectively)

1. Introduction (5 minutes)

Worksheet Guide

3. Work-Life Balance Assessment

Trainer's Guide with Instructions

ICARIANS

Objective of This Template -

This template helps participants evaluate their current work-life balance, identify stressors, and create actionable steps to improve harmony between personal and professional life.

Trainer's Notes (How to Use This Template Effectively)

1. Introduction (5 minutes)

"Work-life balance is crucial for long-term productivity, health, and happiness. This assessment helps you analyze your current balance and take steps to improve it."

Discuss the link between work-life balance and overall well-being.

2. Instructions to Participants (2 minutes)

Worksheet Guide

61. Training ROI Measurement Sheet

Trainer's Guide with Instructions

Objective of This Template -

This template helps L&D professionals and managers measure the return on investing programs by linking training outcomes to business impact and financial performance.

Trainer's Notes (How to Use This Template Effectively)

1. Introduction (5 minutes)

Training ROI is essential for demonstrating the value of learning initiatives. Today, you will calculate costs, measure benefits, and present a clear ROI figure to stakeholders."

Explain how ROI builds credibility for training investments.

Worksheet Guide

47. Group Discussion & Role Play Observation Sheet

Trainer's Guide with Instructions

ICARIANS

Objective of This Template -

This template helps trainers objectively assess participant performance during group discussions and role plays, focusing on critical communication, teamwork, and problem-solving skills.

Trainer's Notes (How to Use This Template Effectively)

1. Introduction (5 minutes)

Script: "Group discussions and role plays are powerful experiential learning methods. This observation sheet helps evaluate participants on key skills and identify areas of improvement."

Worksheet Guide

3. Vision & Mission Crafting Worksheet for Leaders

Trainer's Guide with Instructions

Objective of This Template -

This worksheet helps leaders clarify and define their team's or organization's Vision and Mission statements, aligning them with core values and future goals.

Trainer's Notes (How to Use This Template Effectively)

1. Introduction (5 minutes)

Script: "Every great organization has a clear Vision that inspires and a Mission that defines its purpose. Today, we will work through a structured process to craft your vision and mission, ensuring they align with your core values and leadership direction."

Facilitate the discussion by asking: "What is your organization's long-term vision?"

Worksheet Guide

18. Team Culture Health Check

Trainer's Guide with Instructions

ICARIANS

Objective of This Template -

This template enables leaders and teams to evaluate the overall health of their team culture, identify strengths and areas for improvement, and design actionable steps to foster a positive, inclusive, and high-performing team culture.

Trainer's Notes (How to Use This Template Effectively)

1. Introduction (5 minutes)

Script: "A strong team culture improves collaboration, innovation, and employee satisfaction. Today, we'll use the Team Culture Health Check to understand what's working well and where we can make improvements."

33. Goal Setting & Achievement Template (SMART)

Trainer's Guide with Instructions

ICARIANS

Objective of This Template -

This template helps participants set clear, actionable, and measurable goals using the SMART framework (Specific, Measurable, Achievable, Relevant, Time-bound). It promotes focused planning and effective tracking of progress.

Trainer's Notes (How to Use This Template Effectively)

1. Introduction (5 minutes)

Script: "Goal setting is the foundation of personal and professional success. The SMART framework ensures that goals are clearly defined and achievable, reducing ambiguity and improving accountability."

Worksheet Guide

61. Executive Presence Development Plan

Trainer's Guide with Instructions

ICARIANS

Objective of This Template -

The Executive Presence Development Plan helps leaders and aspiring executives reflect on the three core elements of executive presence: Gravitas, Communication, and Appearance. The goal is to support leaders in identifying development goals and outlining concrete actions that strengthen their presence, influence, and credibility.

Trainer's Notes (How to Use This Template Effectively)

1. Introduction (5 minutes)

Worksheet Guide

5. Values & Ethics Reflection Worksheet

Trainer's Guide with Instructions

ICARIANS

Objective of This Template -

This worksheet is designed to help leaders and managers identify their personal values, reflect on ethical dilemmas, and make commitments to ethical leadership practices. It supports deeper self-awareness and alignment of actions with core principles.

Trainer's Notes (How to Use This Template Effectively)

1. Introduction (5 minutes)

Script: "Values are the compass of leadership, and ethics is how we live those values when making tough decisions. This exercise will help you identify your core values, reflect on ethical challenges, and commit to aligning your decisions with your principles."

Explain why values and ethics matter in leadership (trust, integrity, organizational culture).

Checklists & Questionnaires



Checklist for Soft Skills Training

This checklist can be used to ensure that key components are included when planning and conducting a soft skills training program.

Checklist:

1.	Pre Training Preparation
☐	Clearly defined training objectives and goals.
☐	Identification of the target audience and their specific needs.
☐	Analysis of participants' current soft skills proficiency
☐	Customization of training content based on participants' roles and industry.

2.	Module Planning
----	-----------------

POST TRAINING QUESTIONNAIRE

Soft Skills

A set of 15 objective-type questions for a post-training questionnaire on soft skills, each with four options. Participants can choose the most appropriate option based on their experience and learning in the training.

Communication Skills

1. How has the training impacted your verbal communication skills?

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Supporting Files

Screenshots



Participant Information:

- Name:
- Position:



Objective

The Leadership Styles Role-Play activity aims to help participants understand and experience different leadership styles. By acting out various scenarios, participants can explore how different approaches affect team dynamics, motivation, and performance.

Duration

45 minutes to 1 hour

Materials Needed



Participant Information:

- Name:
- Position:
- Department:
- Years of Experience in Sales:

Objective:

This pre-training questionnaire aims to assess the current knowledge, skills, and attitudes of participants regarding sales practices. The information gathered will help tailor the training program to meet the specific needs and expectations of the attendees.



Objective

Develop coaching and mentoring skills using the GRC enabling participants to effectively guide their peers work-related challenges.

Duration

1.5-2 hours



Module Overview

This training module aims to equip managers and leaders with the essential skills and knowledge needed for effective quality management.

The module covers the principles, methodologies, tools, and best practices to ensure high-quality standards in organizational processes and outcomes.

Training Agenda

1. Introduction to Quality Management

- Definition and Importance
- Objectives of the Training

Forms & Documents

9555-07-9555

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Name of Employee:

Department:

General

1.

Are you a new employee or a long-standing employee of the company?

2.

How long have you been in your **present** job?

Confirmation of Current Duties

3.

Do you have a Job Description for your job?

Yes

No (Go to Q 6)

4.

Is your job accurately described in the Job Description?

Yes (Go to Q 14)

No

5.A

If no, what extra duties do you do that need to be added to your Job Description?

5.B

What duties are no longer part of your job and can be deleted from your Job Description?

Job Analysis

6.

Describe the tasks you regularly perform that are critical to carrying out your job effectively.

7.

Describe the type of equipment you are required to use (for example, keyboard, machinery, tools of trade, etc).

Detailed Notes for

Training Needs Analysis

Notes for Each Slide

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Trainer's Notes

Slide 1: Title Slide

Script:

Training Needs Analysis Template

An example of a Training Needs Assessment (TNA) for a Soft Skills session. This can be adapted based on the specific requirements and context of your organization:

Training Needs Assessment (TNA) - Soft Skills Session

Organisation Name:	
Department:	
Objective	The objective of this TNA is to identify the soft skills development needs within [Department/Team] to enhance overall team effectiveness and individual performance.
Number of Participants:	

Training Needs Analysis Questionnaire

TRAINING NEEDS ANALYSIS

A Quick, Performance-Based, Consultative Approach

A	PLANNING	YES	NO	COMMENTS
1.	Schedule informal meeting	?	?	
2.	Review questions	?	?	
3.	Conduct informal interview	?	?	
B	PERFORMANCE ANALYSIS	YES	NO	COMMENTS
1.	Identify Problem			
1.1	What task needs improvement?	?	?	
1.2	What is required performance?	?	?	
1.3	Who is responsible for this task?	?	?	
1.4	Where does this problem appear?	?	?	
1.5	When does this problem appear?	?	?	
1.6	When did this problem first appear?	?	?	
1.7	What impact does it have?	?	?	
1.8	What relevant changes have occurred?	?	?	
1.9	What is the difference between good and poor performance?	?	?	
1.10	What has been done to solve the problem?	?	?	
1.11	Should I speak to anyone else?	?	?	

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Storytelling For Trainers

Category 9 - Cautionary Tales (What not to do)

The Company that Grew too Fast

With Trainer's Notes

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Trainer's Instructions -

Story 4 : The Company That Grew Too Fast—And Collapsed Even Faster

Category 7 - Customer or Client Success Stories

The Software Deal that almost Fell Apart

With Trainer's Notes

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Trainer's Instructions -

Category 7 - Customer or Client Success Stories

The Airline That Turned a Cancelled Flight Customer into a LifeLong Customer

With Trainer's Notes

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Category 4 - Metaphors and Analogies

The Orchestra of Leadership - Why Teams Need the Right Conductor

With Trainer's Notes

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Trainer's Instructions -

Category 9 - Cautionary Tales (What not to do)

The Small Problem that became a Global Scandal

With Trainer's Notes

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Category 8 - Behind the Scenes Stories

The Secret Leadership Revolt - When the CEO Lost his Team's Trust

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Story 6 : The Secret Leadership Revolt - When the CEO Lost his Team's Trust

Category 2 - Before and After Stories

From Low Employee Engagement to a Thriving Workplace Culture

With Trainer's Notes

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Category 3 - Case Studies with a Twist

The CEO's Dilemma - Should you Fire your Best Performer

With Trainer's Notes

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Trainer's Instructions -

Ebooks and Activities

PRE-TRAINING QUESTIONNAIRE

To Understand the Expectations and Knowledge



Purpose: To understand the expectations and existing knowledge of participants regarding the upcoming leadership training.

Instructions: Please select the option that best represents your current understanding or expectations.

1: How familiar are you with different leadership theories?



Activity Sheets for Trainees

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Department:	
Objective	The objective of this TNA is to identify the soft skills development needs within [Department/Team] to enhance overall team effectiveness and individual performance.
Number of Participants:	
Roles/Positions :	

Current Skills

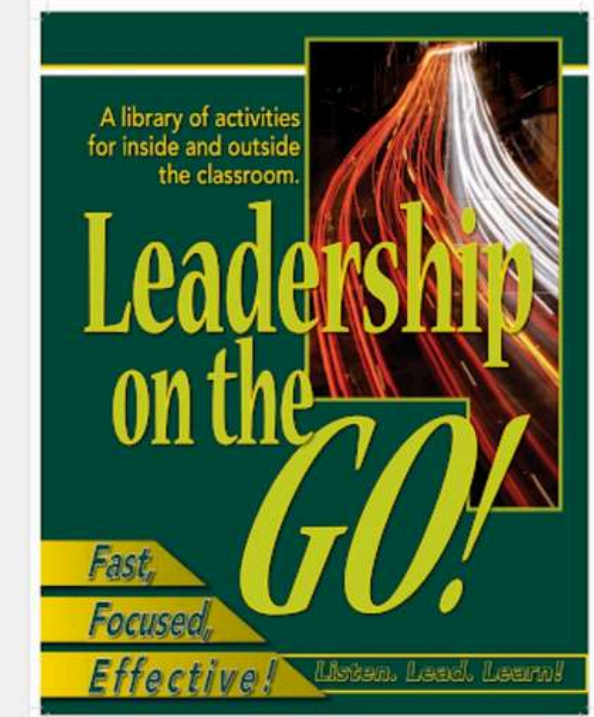
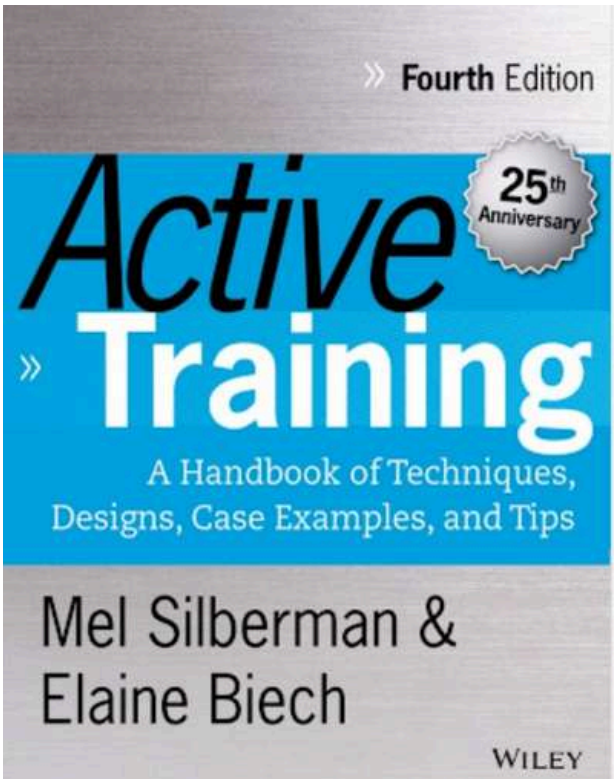
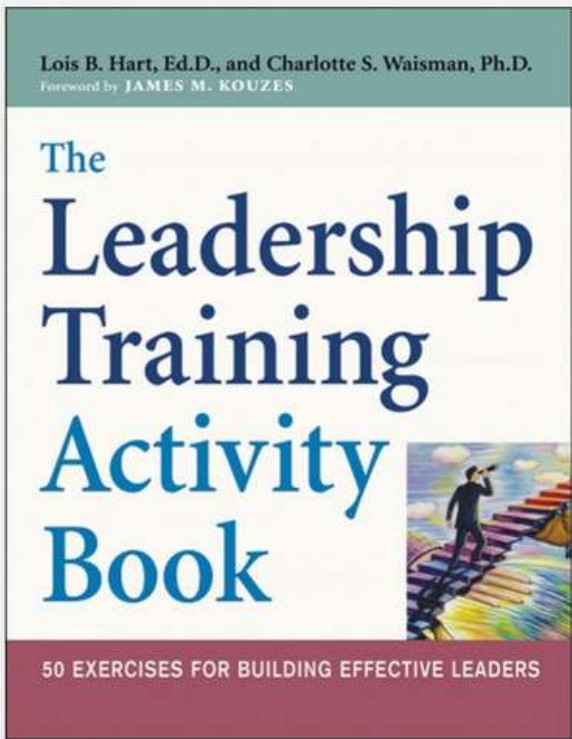
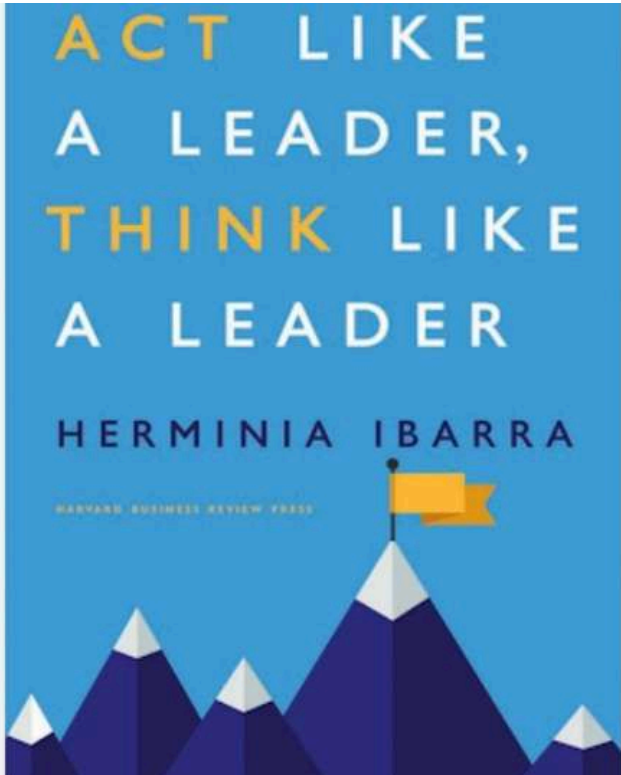


SWOT Analysis Workshop

Leadership in a Crisis



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THE DECISION-MAKING POCKETBOOK

By Neil Russell-Jones

Drawings by Phil Hailstone

"In an internet start-up, speed of decision and risk reduction are critical. I found this comprehensive yet clear and simple book a great help in structuring and prioritising decisions."
Michel Sabatier, Director, OpticalServe.com

"An excellent insight into the decision-making process. A pragmatic approach, showing how to ensure management by design rather than chance."
Belinda Moore, General Manager, Thomson Travel

Coaching Worksheets

Finding Healing

Kintsugi is a Japanese method for repairing broken ceramics with lacquer mixed with precious metals. The idea behind the technique is to preserve the history of the object and to incorporate the repair into a transformed piece instead of disguising it. It usually results in something more beautiful than the original. Healing from the past does not mean forgetting what happened. For many it means being strengthened and changed for the better. On the lines below write down how you have healed from difficult situations in your life.



What's In My Cup

In the top box, write down a few signs that your mental cup is empty.

In the bottom box, write down how you can cope when your cup is empty. Refer back to this page when you are feeling overwhelmed.



S.M.A.R.T. Goal

Specific: Define one of your important goals in as much detail as possible.

S _____

Measurable: How will I track the outcome and progress?

M _____

Action: What will I do to achieve this goal?

A _____

Realistic: Is this goal achievable?

R _____

Time-oriented: How long will it take to complete?

T _____

For Later:
What steps have I taken towards my goal? What else is left to be done?
What strategies will help me?

Self-care Brainstorm

Brainstorm some self-care ideas that you can do this week based on each category.



Ex. Get a massage



Ex. Paint



Ex. Go for a run

Thoughts On Trial

What is the thought?

DEFENCE
What evidence
proves that this is
true?

PROSECUTION
What evidence
proves that this is
false?



VERDICT

After reviewing the evidence, what do you think of the original thought?

Emotional Awareness

The more you know what affects you (negatively or positively), the easier it is to find solutions especially when things get hard. Write down your thoughts based on each prompt below. Refer back to this page when you are having a hard time making sense of your emotions or need to remember the things that make you happy.



Things that make me laugh



Things that scare me



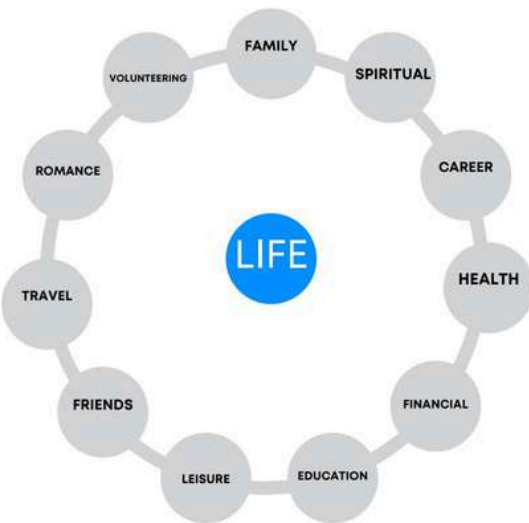
Building Blocks Of You

Draw a circle around the 10 items (listed below) that are most important to you.

- | | | |
|-------------|----------------|--------------|
| Creativity | Fairness | |
| Love | Family | Wisdom |
| Free Time | Knowledge | |
| Friends | Morals | Stability |
| Wealth | Success | Power |
| | | Reason |
| Adventure | | Independence |
| Peace | | Humor |
| Variety | Fun | Respect |
| Nature | Calmness | Honesty |
| Loyalty | Popularity | Freedom |
| Recognition | Spirituality | |
| Achievement | Responsibility | |
| Beauty | Relaxation | |
| Safety | | |

Wheel Of Life

Think of your life as wheel, set your 1 year goals in each of these areas.



Hero Visual

You are the hero of this story. You must defeat the dragon in order to get to the treasure. The people are cheering you on!



In the box under the people, write down who can support you with your goals or where/how you can find encouragement or motivation.

In the box under the treasure, write down 2 of your goals.



In the box under the dragon, write down 1-3 things that may stop you from reaching your goal.



Draw your face or write your full name in the circle below.

HERO

Summary of Updated Library



Train The Trainer Kit



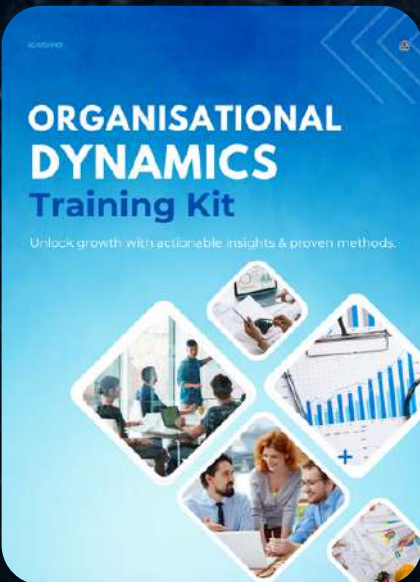
Soft Skills Training Kit



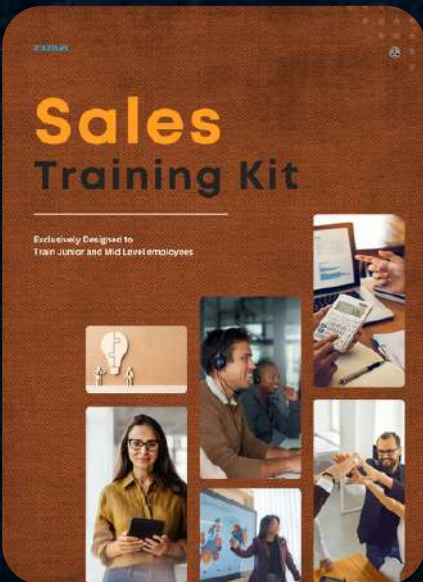
New Manager Training Kit



Leadership Training Kit



Organisational Dynamics Training Kit



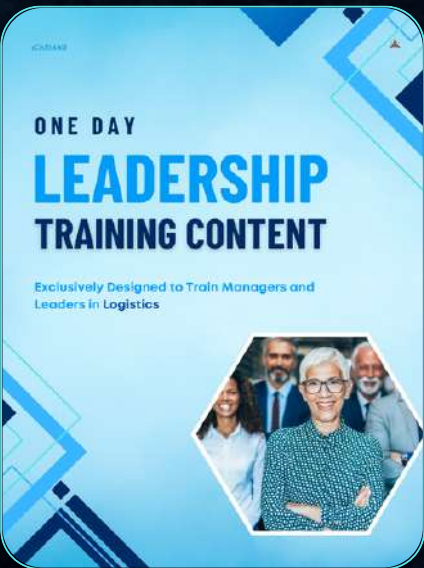
Sales Training Kit



Training Needs Analysis Kit



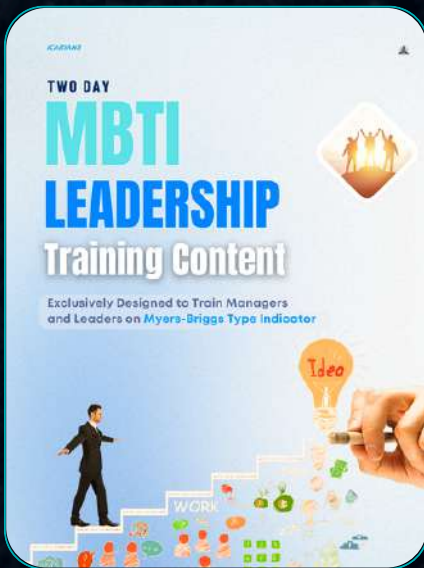
Interview Skills Training Kit



One Day Leadership Training Content



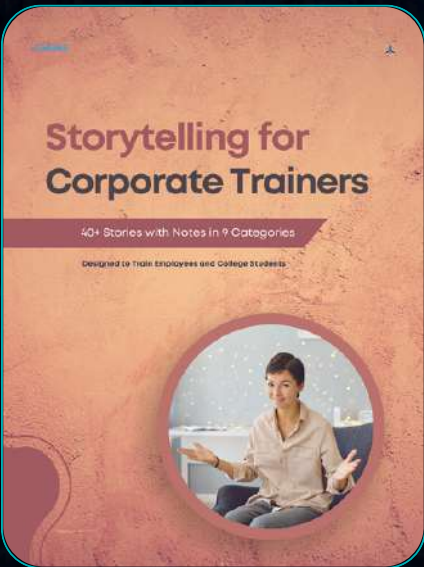
Two Day Campus to Corporate Content



MBTI based Leadership Content



100+ Coaching Worksheets



40+ Storytelling for Corporate Trainers



70 Management Worksheets



70+ Corporate Case Studies

Key Highlights of the Entire Content

White-Labelled

Editable

For Lifetime



For Organisations, Master Trainers
& Training Businesses

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Available to Download

Master Corporate Training Library

- 70+ Topics with over 3000+ Slides,
- Train The Trainer Kit
- Soft Skills Kit
- Leadership Training kit
- New Manager Training Kit
- Organisational Dynamics Presentations
- Sales Training Kit
- Training Analysis Kit
- 50+ PDFs Supporting Soft Skills Files,
- 80+ Managerial Training Files
- 70+ Corporate Case Studies
- 25 Bonus Supporting Training Files
- Leadership Ebooks and Resources
- Additional - 3 One Day Pre-Designed Training Contents
- Life Coaching Worksheets
- Storytelling for Corporate Trainers
- 70 Leadership & Management Worksheets

\$879.00

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