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 Developement 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 Train 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



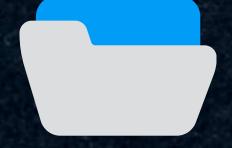




And Each Folder holds 7

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

Training Checklist

Pre-Training Questionnaire

Training Topic PPT

Recommended Activities

Post-Training Questionnaire

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 -

Trainer's Notes + Module

Training Topic PPT

Pre Training Assessment

Formative Assessment

Post Training Evaluation

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





This Leadership Kit Holds 6 Folders



And Each Folder holds specific Leadership Training Files

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, Uniliver
- 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
- Contigency 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

- **Benchmarking**
- 2 Competency
- 3 CRM
- **Enterprise Dynamics**
- **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

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



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





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

INTERNATION OF 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.







Self-care Brainstorm

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



Ex. Get a massage



HEALTH

Ex. Go for a run

Building Blocks Of You

Draw a circle around the 10 items (listed below) that are most

ENERGY STATE	ic to you.		
Creat	ivity	Fairness	
	Fo	ımily	Wisdom
Love	Free Time	Knowle	dge
		Morals	Stability
	Wealth		Power
Friends		Success	ronoi
			Reason
Adventu	re 🦠		Independence
Peace			Humor
Variety	/ Fun	Respect	Honesty
	Nature	Calmness	Freedom
Loyalty			
S 12	Recogni	Popularity tion	Spirituality
Achieven	nent	Responsit	oility
	Beauty		Relaxation

Safety

What's In My Cup

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

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



S.M.A.R.T. Goal

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



Measurable: How will I track the outcome and progress?





What steps have I taken towards my goal? What else is left to be done?





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

Wheel Of Life

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

FAMILY

SPIRITUAL

CAREER

HEALTH

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.

treasure, write down 2 of your goals





In the box under the dragon, write down 1-3 things that may stop you



Draw your face or the circle below. HERO





This Collection Holds 4 Folders



And Each Folder holds specific Life Coaching Worksheets

■ 1. Understanding the Past

- 1. Letting Go
- 2. Getting Over Past Criticism
- 3. Finding Healing
- 4. Learning from the past
- 5. Radical Acceptance
- 6. Confidence Booster

- 7. Regret Reflection
- 8. Embrace Your inner child
- 9. Processing Your Triggers
- 10. Self Reflection Circles
- 11. My Shield
- 12. Life reflection

2. Understanding the Present

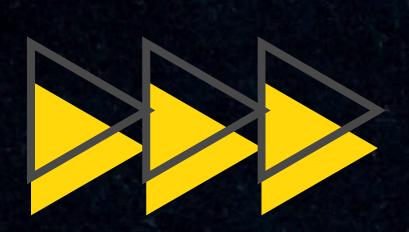
- 13. Productivity Challenge
- 14. Wheel Of Life
- 15. SWOT Analysis
- 16. Work and Life Questionnaire
- 17. Priority Matrix
- 18. Financial Reality
- 19. Feelings Brain Dump
- 20. My Animal
- 21. Mission Statement
- 22. See the Good
- 23. Quick Check-in
- 24. Self-limiting Belief
- 25. Gratitude Journal

- 26. What is Draining Me?
- 27. Emotional Awareness
- 28. A week of Awesomeness
- 29. Comfort Zone
- 30. Friendship
- 31. Building Blocks Of You
- 32. Feelings Meter
- 33. Abc's Of Me
- 34. Letter to Yourself
- 35. Fill Your Cup
- 36. Mental Soundtrack
- 37. Rough Times
- 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

- **Rickstart 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) is a critical skill for effective leadership.	Hea this workshoot to asse
and develop your EQ across five key areas:	USS WIIS WORKSHOOT IS SESSE
1. Self-Awareness	
2. Self-Regulation	
3. Motivation	
4. Empathy	
5. Social Skills	
1. Self-Assessment (Rate yourself 1 - Low to 5 - High)	
I am aware of my emotions as I experience them.	
I can control my emotional reactions in stressful situations.	
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	ilo
Control of the Contro	
- Self-Awareness:	
- Self-Regulation: - Motivation:	

This template helps HR and L&D profession	als identify	gaps be	tween cu	rren
employee competencies and required skills	enabling	focused	training	and
development initiatives.				
1. Role/Position Details				
- Role/Position:	_			
- Department:				
- Reviewer:	_			
Required Competencies List key competencies required for the role:		_		
- List key competencies required for the role:				
- List key competencies required for the role:	24-03600			
- List key competencies required for the role: 3. Current Competency Levels	24-03600	_		

	unication Worksheet
Instructions:	
	ers, CEOs, and strategy heads to clarify their approach to bers and investors. Use this to structure clear, concise, an
1. Communication Objective	
What is the primary purpose of the upcomi (e.g., strategy update, risk management, fu	
Objective:	
2. Key Messages	
What are the top 3 takeaways you want the	e board or investors to walk away with?
Key Points:	
:	
 Supporting Data & Evidence What metrics, charts, financials, or KPIs wi 	Ill eigenet unit massage 2
	author your message?
Use visuals or summaries if applicable.	
Notes:	
:	
4. Anticipated Questions / Concerns	
Control of the Contro	y raise. Prepare clear, transparent responses.
Possible Questions:	
*	
Responses	
 Alignment with Strategy & Vision How does this communication reinforce for 	

and execute change initiatives.	
Create a Sense of Urgency:	
- Why is change necessary?	
- What risks exist if we don't change?	
	72
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?	

Vision Str	your organization's vision for internent: ership Commitment mitted is your leadership team oyee Readiness & Cult	n to driving digital c		
2. Lead	ership Commitment mitted is your leadership tean		hange? Note sp	ecific examples of
How com	mitted is your leadership tean		hange? Note sp	ecific examples or
How com	mitted is your leadership tean		hange? Note sp	ecific examples or
			hange? Note sp	ecific examples or
	over Pondinger & Cult	uro		
	ougo Boadinoss & Cult	uro		
3, Empi	oyee Readiness & Cuit	ure		
Assess te	am openness, tech-savvines	s, and mindset towa	ard innovation.	
	Aspect	Low	Medium	High
	Openness to Change			
	Digital Skills			
	Innovation Culture			
	nology Infrastructure your current systems, cloud n	eadiness, and digite	al tools.	
	Charles a recognise			
5. Strate	egic Alignment			
	egic Alignment I initiatives aligned with busin	ess goals and KPIs	? Where are the	gaps?
Are digita	l initiatives aligned with busin	ess goals and KPIs	? Where are the	gaps?
Are digita	-	ess goals and KPIs	? Where are the	gaps?
Are digita	l initiatives aligned with busin			gaps?
Are digita	I initiatives aligned with busin			gaps?
Are digita	I initiatives aligned with busin			gaps?

Sheet	
examples or behaviors.	
9	
oce of	

Decision-Making Aginty
hat processes can you simplify to speed up decisions?
ow will you empower your teams to make faster decisions?
TRAINER'S SESSION PLANNING TEMPLATE
ate helps trainers plan their sessions effectively, ensuring clear
nethods, and proper resource allocation for successful training of
Overview
le:
e:
dience:
g Objectives
mes to achieve:
Agenda

AGILE LEADERSHIP ACTION PLAN

	de Maria de Company	ce Indicators (KPIs) and es	
hat align with str	ategic objectives. Use it	to monitor performance and	progre
lance.			
. Objective / Go	al		
Objective:			
Owner:			
. Key Performa	nce Indicators		
(PI 1:	Target:	Frequency:	
(PI 2:	Target:	Frequency:	
(PI 3:	Target:	Frequency:	
(PI 4:	Target:	Frequency:	
	oard (Track Actual vs T	- 1 Table 19	
Metric Target Ac	tual Status (On Track/Nee	ds Attention)	

Key insights from the data:

RISK ASSESSMENT MATRIX WORKSHEE
This worksheet helps identify, assess, and prioritize risks based on
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 Ctategories 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
- 2. Emotional Intelligence
- 3. Vision and Mission Crafting
- 4. Decision Making Framework
- 5. Values & Ethics Reflection

- 6. Leader's Daily Focus & planner
- 7. Leadership Strengths and Gaps
- 8. Delegation & Empowerment Sheet
- 9. Building Influence & Trust Map
- 10. Personal Leadership Brand Sheet

2. TEAM MANAGEMENT & PEOPLE SKILLS

- 11. Team roles and responsibilities
- 12. Conflict Resolution Action Plan
- 13. Employee Engagement Sheet
- 14. Performance Feedback Template
- 15. Motivation and Recognition Sheet

- 16. Coaching & Mentoring Planner
- 17. Difficult Conversations Preparation
- 18. Team Culture Health Check
- 19. Effective Meeting Agenda & followup
- 20. Remote Team collaboration sheet

3. STRATEGIC THINKING AND EXECUTION

- 21. One page Business Strategy Map
- 22. Balanced Scorecard Template
- 23. SWOT TOWS Quick Analysis sheet
- 24. OKR Template
- 25. KPIs & Metrics Dashboard Sheet

- 26. Change Management Kotter 8-Step
- 27. Project Execution Roadmap
- 28. Innovation and Idea Evaluation
- 29. Risk Assessment Matrix Worksheet
- 30. Scenario Planning Canvas

4. PERSONAL PRODUCTIVITY & EFFECTIVENESS

- 31. Time Management Matrix
- 32. Daily Weekly Productivity Planner
- 33. Goal Setting & Achievement sheet
- 34. Focus & Distraction Control sheet
- 35. Stress Management Action Plan

- 36. Work Life Balance Assessment
- 37. Success Visualisation Worksheet
- 38. Habit Building Tracker
- 39. Decision Making Checklist
- 40. Continuous Learning Plan

5. TRAINING AND FACILITATION

- 41. Training Needs Analysis
- 42. Trainer's Session planning sheet
- 43. Workshop activity planning sheet
- 44. Post Training feedback summary
- 45. Learning Transfer Plan

- 46. Participant Engagement Tracker
- 47. Group Discussion & Role Play sheet
- 48. One page Training Report template
- 49. Competency Gap Analysis sheet
- 50. Training ROI Measurement sheet

6. CHANGE LEADERSHIP & TRANSFORMATION

- 51. Change Readiness Assessment
- 52. Stakeholder Influence & Impact
- 53. Change Communication Planning
- 54. Management resistance to change
- 55. Cultural Transformation Roadmap

- 56. Leadership Alignment & Buy-in
- 57. Innovation Adoption Canvas
- 58. Agile Leadership Action Plan
- 59. Digital Transformation Readiness
- 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

A
Collection of
Case Studies

For Corporate Trainers

ICARIANS

70+ Corporate Case Studies **Innovation and Disruption**

Customer Centric Strategies

Adaptability and Crisis Management

Employee Well-being and Culture

Ethical Business Practices

Supply Chain Management

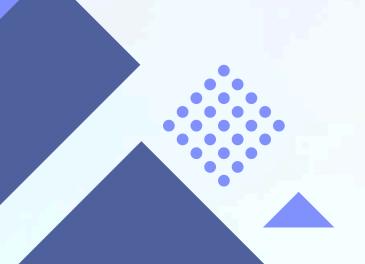
Financial Management and Investments

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

- Training Calendar Format
- 12 TNA Checklist

TNA Worksheet

- 13 TNA Questionnaire
- 03 Training Feedback Form
- 14 Training Agenda
- O4 Training Evaluation Form
- Training Logistics Worksheet
- Trainers Skills Evaluation Checklist
- Training and Workshop Planning Form
- OB Pre and Post Training Checklist
- **O9** Training Planning Template
- Training Self Evaluation Form
- Training Workplan Form





Bonus - 25 Training Files

Forms, Worksheets, Checklists, Templates in MSWord

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





Let's Look at some Screenshots



Of the Entire Content

Designed with Creativity and Elegance



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



mmon Critical
inking Pitfalls

Jumping to Conclusions

Overcomplicating Problems

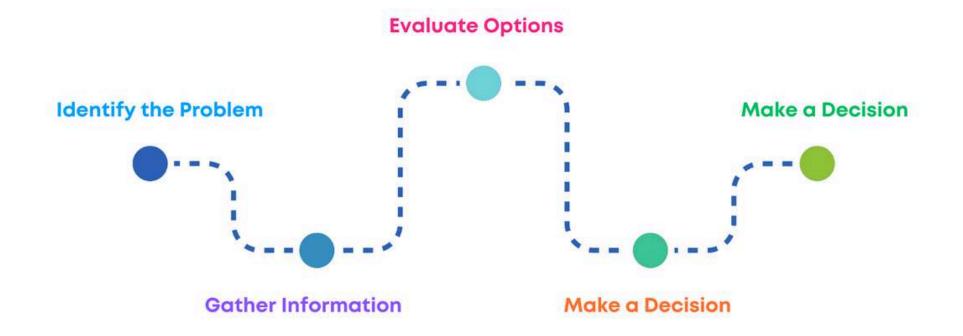
Ignoring Alternative Solutions



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.

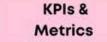


Conflict Resolution and Positive
Workplace Culture





Tracking and Alignment Techniques



Track performance indicators (e.g., ontime deliveries, inventory turnover).



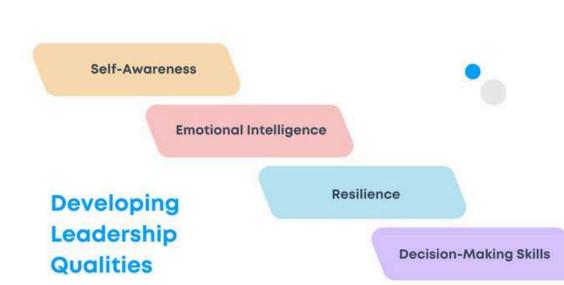
Weekly check-ins and quarterly assessments.



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

Feedback Loops

Regular team discussions to course-correct.



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 &

Handling Final Objections

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

L	Listen
A	Acknowledge
E	Explore
R	Respond



Building Trust and Accountability

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

For Professionals





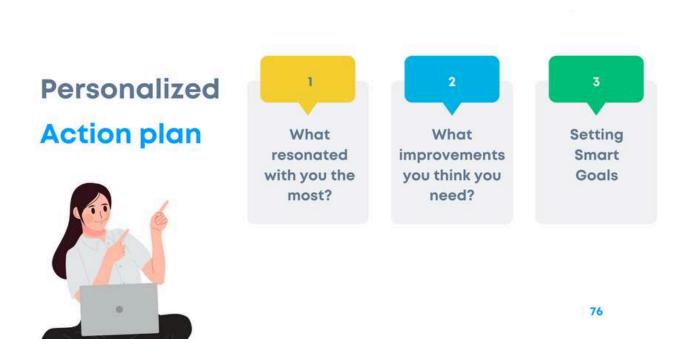




Building
Authenticity
In Sales

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

20







Prospecting..!

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

What is



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."

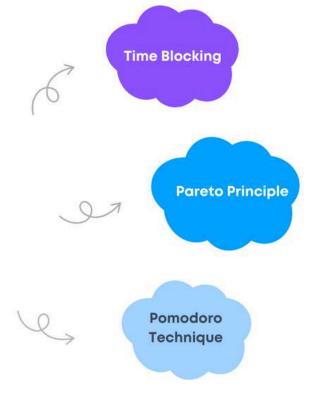


Cold Calling & Outreach Techniques

Let's Explore



More Time
Management
Techniques



Impact of

Good service on Sales



Positive Referrals

Brand Reputation

Customer Retention

Increased Sales

Feedback and Improvement

Module 3

Effective Questioning

Open Ended Questions



Probing Questions

Understanding the Sales Process

Module 1

Importance of

customer

centric selling

Module 2

Effective
Communication,
Consultative
Selling

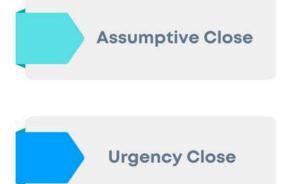
Cotion, and ve

37

Clarifying

Questions

Closing Techniques



"When would you like the delivery to begin"?

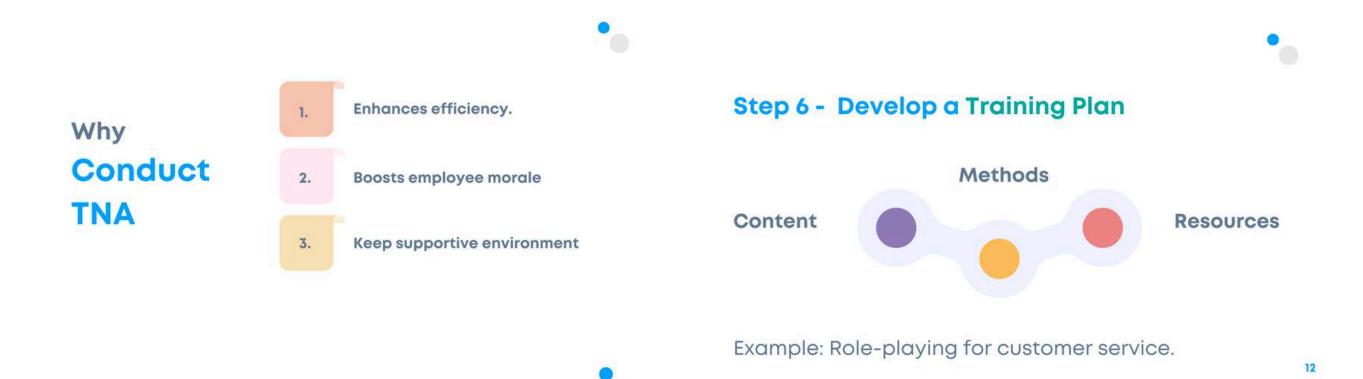
"The Offer is only valid for today."

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



08

Step 3 - Collect Data

Methods -

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



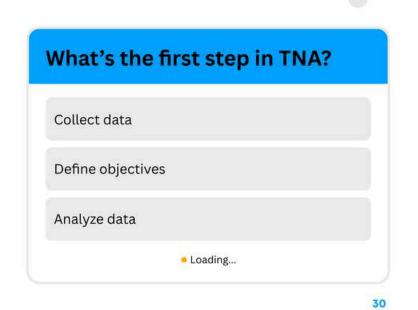
Skills Matrix

Skills Matrix

Gap Analysis Template

Feedback Mechanisms

Interactive Quiz.



Real Life TNA Example

Retail Sales Decline

Observation

Lack of Upselling

Workshop

Solutio

Challenges in TNA







Skills Matrix

Employee	Skill A	Skill B	20
Employee 1	Expert	Intermediate	В
Employee 2	Beginner	Expert	Inte

ICARIANS **Corporate Training Series**

White-Labelled and **Editable**

Leadership Implications of **Temperaments**



adaptable, thrive in crise Blind Spot: Weak at planning and follow-throu risk rigidity Leadership Value: Build Leadership Value: Inspir

Idealists (NF)

Strengths: Empathetic, motivational, values-driven Blind Spot: Avoid conflict,

trust through consistency

Leadership Value: Boost morale, foster growth and trust

overly idealistic

Rationals (NT)

action and agility

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

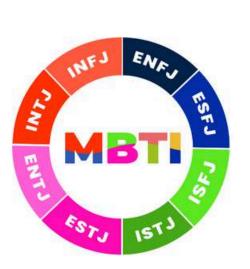
Debrief Questions:

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



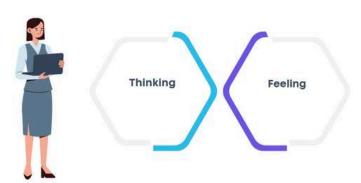
MBT

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.





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.

Strengths & Pitfalls of Each Style

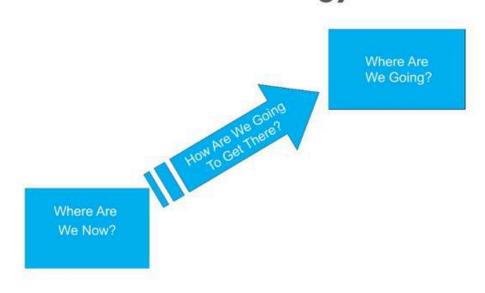
Style	Strengths	Pitfalls
E-1	Energetic vs. Thoughtful	May dominate vs. May stay silent
S – N	Practical vs. Visionary	Miss big picture vs. Miss details
T – F	Objective vs. Empathetic	May seem harsh vs. May avoid tough
J – P	Structured vs. Flexible	Inflexible vs. Procrastination risk

With diagrams

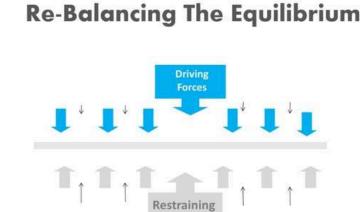
The Transition Need to take the new way Current Situation Transition New Situation Need to let go of the old



What is Strategy?





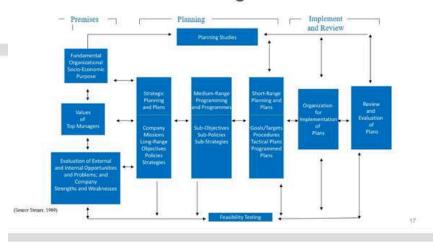


Do We Need Strategy?

CHANGE

Market Conditions Technology Political & Legislative Conditions **New Opportunities Evolving Customer Needs**

The Planning School



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

Re-Balancing The Equilibrium

Priving Forces

· What are the main forces driving the change?

Restraining Forces

What are the main forces that could stop the change from happening?



Visioning



Personal Productivity - Benefits



Personal Productivity - Benefits

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?



Influence Zones

Preference Zone **Indifference Zone Legitimate Zone** Influence Zone Non-Influence Zone

· Decreased stress

· Increased motivation

· Achievement of objectives

· Reward and recognition

Benefits accruing to the individual include:



Influence Zone

ce Zone

ship behavior which targets behavior and activities that the doing and that which the employee would probably perfori

Personal Productivity - Benefits

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



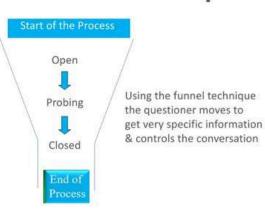


and Infographics

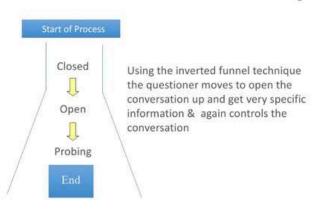


Preparation

me ronner revinique



The Inverted Funnel Technique



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



Stress & Personality Types



Stress & Personality Types

- Perfectionist
- Idealistic and Conscientious
- Stress occurs when work doesn't meet their high expectations
- · Helper
 - · Caring and Attentive





Planning



Planning

- · How we plan affects our personal productivity
- Planning ranges • Long term Strategic







The Presenter

	First Impressions
Non	-verbal Communication
	Voice
	Face
	Eyes
	Gestures
	Bad Habits

Managing First Impressions

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

Metrics

Responsibilities

Behavior



Alignment

Development

Clarity of Roles

Clarity of Roles

Linkages

Clarity of Expectations

Clarity of Expectations



Effective Presentation Skills

Introduction	
The Presenter	
Preparation	
Presenting	
Visual Aids	

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



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



Personal Productivity - Benefits



Clarity of Goals Personal Productivity - Benefits Linkages

- - · Increased motivation
 - · Decreased stress
 - · Achievement of objectives
 - Reward and recognition



· Benefits accruing to the individual include:

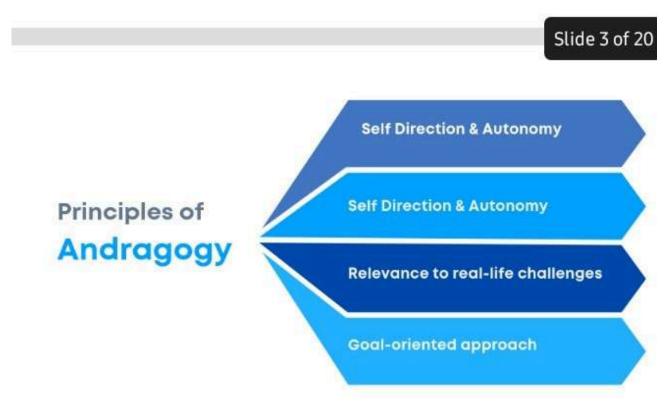
Personal Productivity - Benefits

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



Designed with Creativity and Elegance





How to apply Andragogy





- · Include real-life problem-solving activities.
- · Empower learners to set their goals.

Understanding Learning Styles





Create Inclusive Training Content

Training Files Screenshots

Pre Training Assessment

Sales Training

For Managers and Leaders

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
 - \square B. Consultative Selling
 - 🗆 C. SPIN Selling
 - \square 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

MODULE 1

Activities for Module 1: Introduction to Sales
Basics

ICARIANS

Activity 1: Icebreaker – "Sales in Everyday

Sales Training Module 4

1 1.6 - 11

Trainer's Guide

With Instructions, Timings, Recommended Activities etc.

ICARIANS

Trainer's Guide

Module 4: Prospecting and Lead Generation

SPIN

SELLING TECHNIQUE

Trainer's Guide



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 ar with the customer's concern.

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

Training Models, Guides, Case Studies



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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

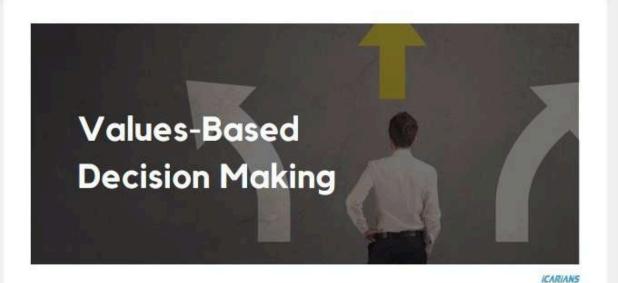
The ADKAR Model

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 Hight 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



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Objective

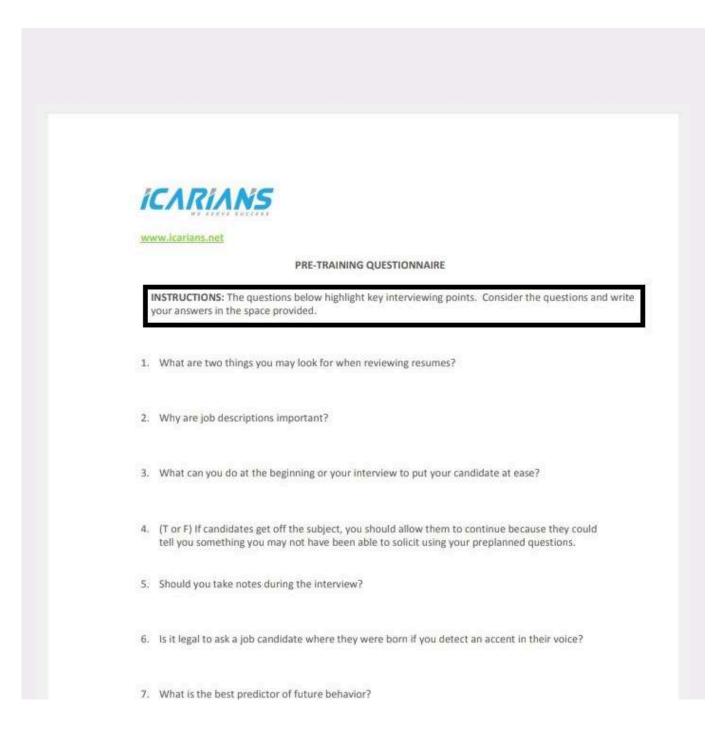
Enhance storytelling skills to inspire and engage teams by effectively conveying leadership lessons or visions.

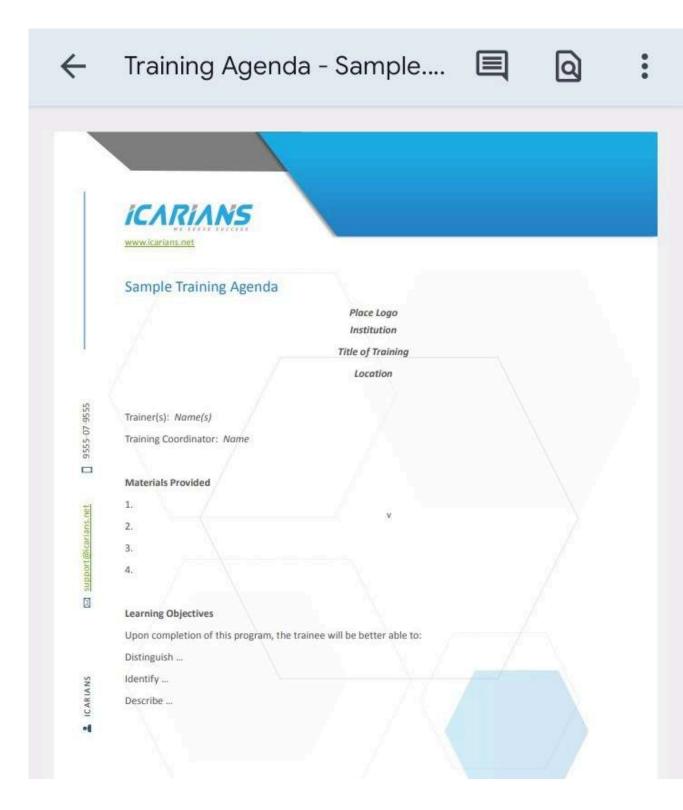
Duration

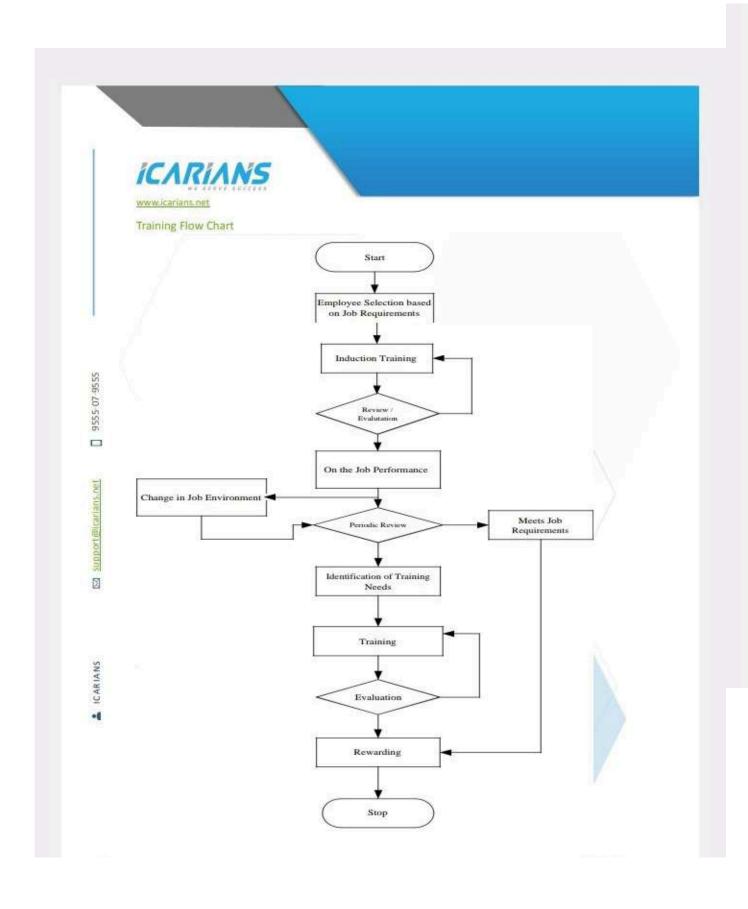
1 hour

Corporate Training Series ICARIANS

Pre & Post Training Documents







	ining Needs Analysis Question	naire	
	3004441200A		
Nam	e of Employee:		
Depa	ortment:		
a sure	500. *)		
Gene	Are you a new employee or a long-standing employee of the company?		
2.	How long have you been in your present job?		
Conf	irmation of Current Duties		
3.	Do you have a Job Description for your job?	Yes	No (Go to Q
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?
		can be deleted from y	

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: 2. Self-Regulation 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. 3. Reflection & Commitments

This sheet guides leaders	through Kotter's 8-Step Change Model to successfully
and execute change initiat	ves.
1. Create a Sense of Urgeno	y:
- Why is change necessary?	
- What risks exist if we don't	change?
3	
Build a Guiding Coalition:	
- Who are the change champ	pions?
- How will they collaborate?	
3. Form a Strategic Vision &	Initiatives:
- What does the future look I	ke?
- What are key initiatives?	
4. Enlist a Volunteer Army:	

AGILE LEADERSHIP ACTION PLAN		
s action plan is designed to help leaders apply Agile principles across leadership behaviors -		
ancing adaptability, feedback loops, rapid decision-making, and iterative improvements.		
Agile Mindset & Values		
hat Agile values will you embody as a leader?		
ow will you model adaptability and continuous learning?		
Decision-Making Agility		
hat processes can you simplify to speed up decisions?		

COMPETENCY GAP ANALYSIS TEMPLATE

s template helps HR and L&D professionals identify gaps between c ployee competencies and required skills, enabling focused training relopment initiatives.

Role/Position Details

ole/Position: epartment: _

Required Competencies

st key competencies required for the role:

Current Competency Levels

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

Sap Identification

eas where current level < required level:

Development Plan

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 I

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?

KPIS & METRICS DASHBOARD WORKSHEET

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: _____

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

2. Learning Objectives

- Key outcomes to achieve:

3. Session Agenda

Time | Topic | Method | Notes

4 Testatus Status de O Statustata

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

. Objective / Goal

bjective: ____

. Key Performance Indicators

Frequency: ___ _____ Target: ___ _____ Target: ____ Frequency: ____ ___ Target: ___ _ Frequency: ____ PI 4: _____ Target: ____ __ Frequency: _____

. Metrics Dashboard (Track Actual vs Target)

fetric | 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.

Possible Questions:

4. Anticipated Questions / Concerns

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

Response	125	

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)

sheet Guide

Work-Life Balance Assessment

er's Guide with Instructions

ICA

ctive of This Template -

nplate helps participants evaluate their current work-life balance, identify stress is, and create actionable steps to improve harmony between personal and ional life.

s Notes (How to Use This Template Effectively)

duction (5 minutes)

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

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

ections to Participants (2 minutes)

alleer Golde

Training ROI Measurement Sh

er's Guide with Instructions

ctive of This Template -

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

s Notes (How to Use This Template Effectively)

luction (5 minutes)

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

ize 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 V 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 t its purpose. Today, we will work through a structured process to craft your vision mission, ensuring they align with your core values and leadership direction."

Finite to a difference in the transfer of the state of th

Worksheet Guide

18. Team Culture Health Check

Trainer's Guide with Instructions

ICARIA

bjective of This Template -

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

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

Introduction (5 minutes)

cript: "A strong team culture improves collaboration, innovation, and employee atisfaction. Today, we'll use the Team Culture Health Check to understand what's orking 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).

Corporate Training Series (CARIANS

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

2. Module Planning



Soft Skills



2

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. Communication Skills:

□ Strong

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

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:

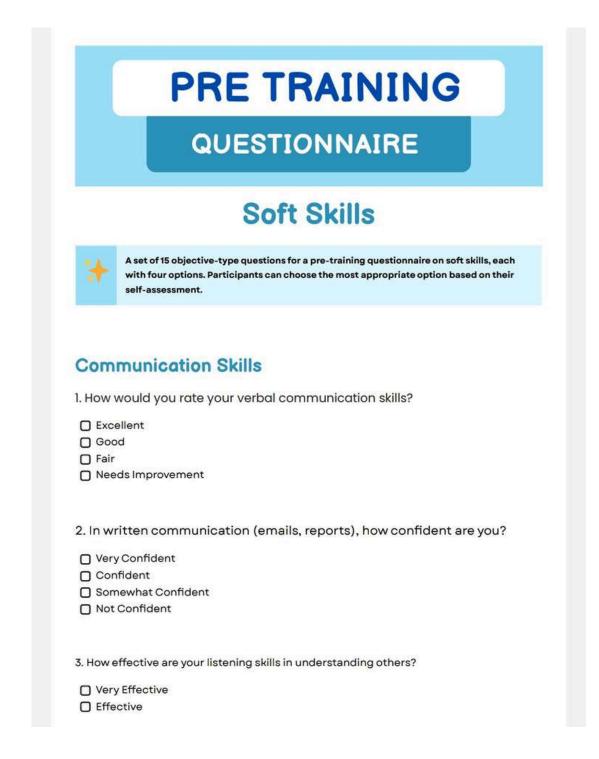
Department

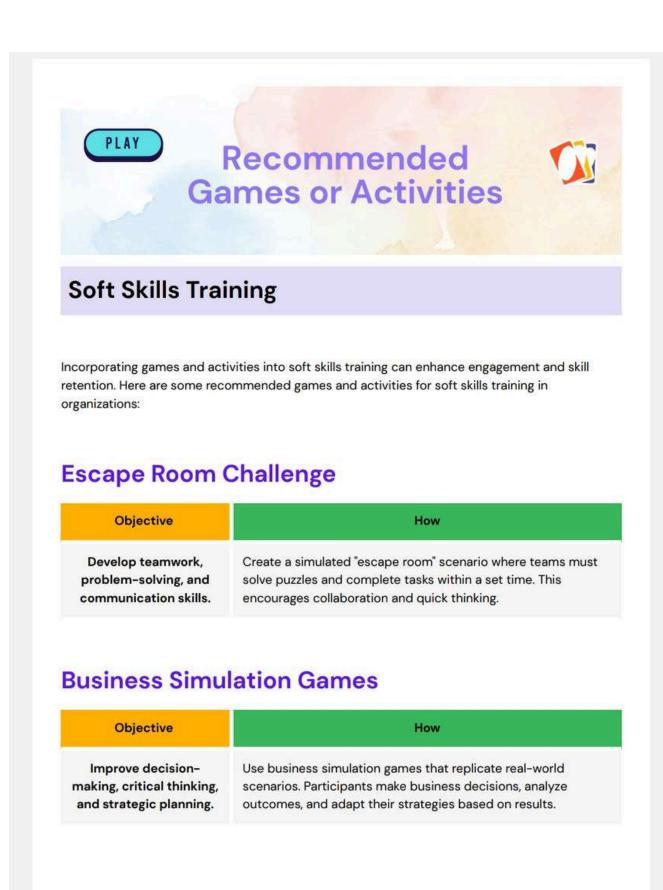
Objective

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:

Roles/Positions:





Corporate Training Series (CARIANS

Supporting Files Screenshots

Formative Assessment

Employee Absenteeism

For Managers and Leaders

Participant Information:

- Name:
- Position:



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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

Training Module with Trainer's Notes

Quality Management

For Managers and Leaders



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 Trainina

Pre Training Assessment

Sales Training

For Managers and Leaders

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

Forms & Documents

Dep	artment:		
Gene	eral		
1.	Are you a new employee or a long-standing employee of the company?		\
2.	How long have you been in your present job?)	\
Conf	irmation 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 Description?	can be deleted from y	
5.B	What duties are no longer part of your job and	can be deleted from y	
	What duties are no longer part of your job and Description?	can be deleted from y	
	What duties are no longer part of your job and Description?	can be deleted from y	our Job
Job .	What duties are no longer part of your job and Description? Analysis Describe the tasks you regularly perform that ar effectively.	can be deleted from y	our Job ut your Job
Job	What duties are no longer part of your job and Description? Analysis Describe the tasks you regularly perform that ar effectively.	can be deleted from y	our Job ut your Job

The content was organized and easy to follow.	0		C
The materials distributed were helpful.			С
This training experience will be helpful in my work.	0	0	С
The training facilitator was well prepared.	0	0	C
The training objectives were met.			C
The training was completed in the allotted time.	0		C
The training materials were suitable and easy to understand.			С

Thank you for taking the time to participate in t

TRAINING NEEDS ANALYSIS

A Quick, Performance-Based, Consultative Approach

A	PLAN	NNING	YES	NO	COMMENTS
1.	Sched	ule informal meeting	?	?	
2.	Revie	w questions	?	?	
3.	Cond	act informal interview	?	?	
В	PERI	FORMANCE ANALYSIS	YES	NO	COMMENTS
1.	Identi	fy 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?	?	?	

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

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

Training Needs Analysis Questionnaire

e you a new employee or a long-standing aployee of the company? we long have you been in your present or? ation of Current Duties be you have a Job Description for your job?		
nployee of the company? ow long have you been in your present o? ation of Current Duties		
nployee of the company? ow long have you been in your present o? ation of Current Duties		
ation of Current Duties	***************************************	
you have a Job Description for your job?		
	Yes	No (Go to Q 6)
your job accurately described in the Job escription?	Yes (Go to Q 14)	No
no, what extra duties do you do that need to	be added to your Job	Description?
	can be deleted from y	our Job
		no, what extra duties do you do that need to be added to your Job nat duties are no longer part of your job and can be deleted from y scription?

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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The Small Problem that became a
Global Scandal

With Trainer's Notes

Trainer's Instructions -



From Low Employee Engagement

a Thriving Workplace Culture

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 3 - Case Studies with a Twist

Category 2 - Before and After Stories

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

With Trainer's Notes

With Trainer's Notes

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Trainer's Instructions -

Category 4 - Metaphors and Analogies

The Orchestra of Leadership - Why Teams Need the Right Conductor

With Trainer's Notes

ICARIANS

Trainer's Instructions -

Corporate Training Series (CARIANS

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?



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:

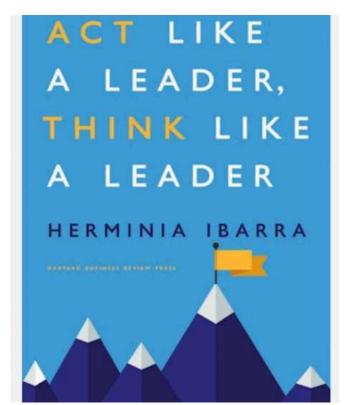
Training Needs Assessment (TNA) - Soft Skills Session

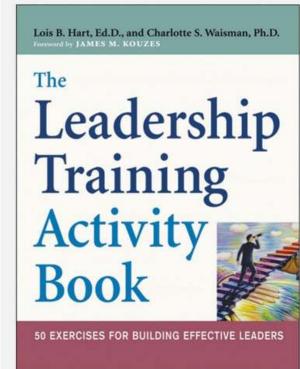
Organisation Name:	
Department:	
Objective	The objective of this TNA is to identify the soft skills development needs within [Department/Team] to enhance overall team effectiveness and individual performance.
Number of Participants:	
Roles/Positions :	

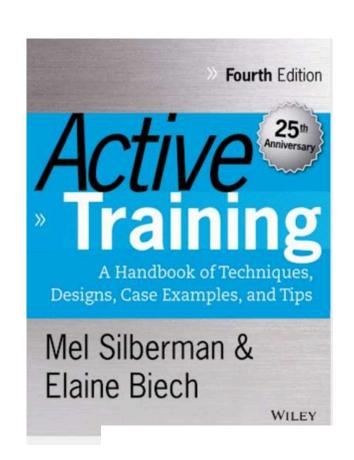
Current Skills

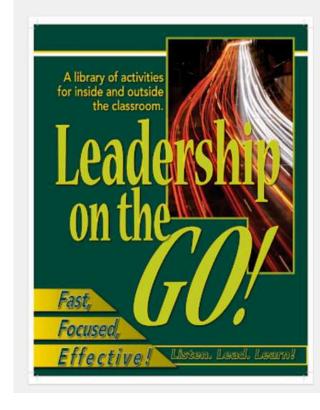


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SWOT Analysis Workshop

THE DECISION-MAKING POCKETBOOK

By Neil Russell-Jones

Michel Sabatier, Director, OpticalServe.com

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."

"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

ICARIANS Corporate Training Series

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.



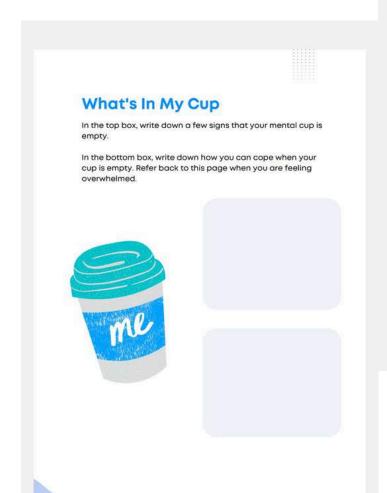


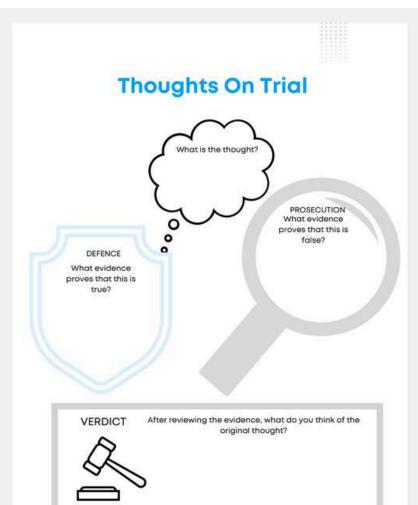


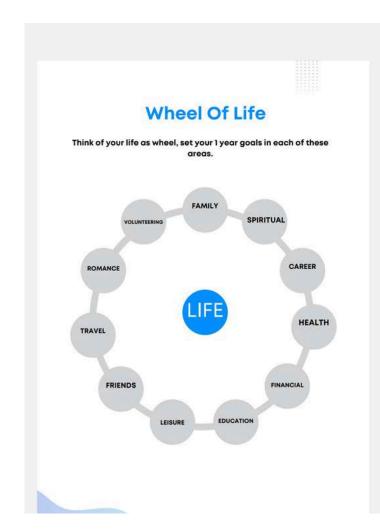


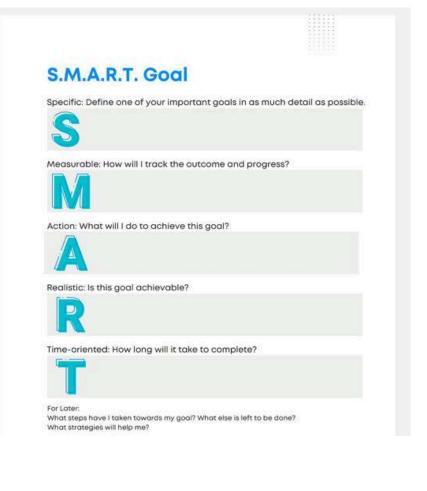












The more you know what affects you (negatively or positively), the easier it is to find solutions especially when things get hard. Write down your thoughts based on each prompt below. Refer back to this page when you are having a hard time making sense of your emotions or need to remember the things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

Emotional Awareness



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 In the box under the treasure, write down 2 of In the box under the dragon, write down 1-3 things that may stop you 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

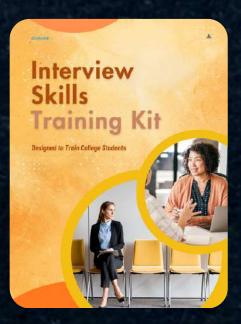
Dynamics Training Kit



Sales Training Kit



Training Needs
Analysis Kit



Interview Skills
Training Kit



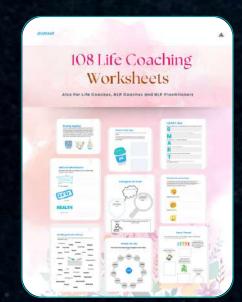
One Day Leadership
Training Content



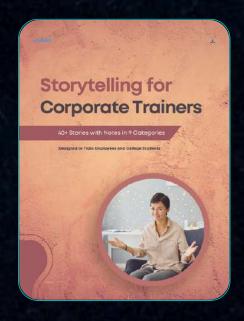
Two Day Campus to Corporate Content



MBTI based Leadership Content



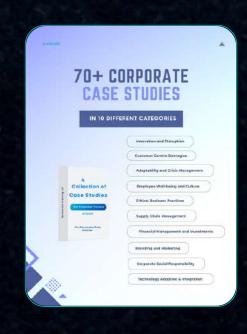
100+ Coaching Worksheets



40+ Storytelling for Corporate Trainers



70 Management Worksheets



70+ Corporate Case Studies



Key Highlights of the Entire Content

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For Lifetime

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- 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
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- Life Coaching Worksheets
- Storytelling for Corporate Trainers
- 70 Leadership & Management Worksheets

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