



Soft Skills Training Kit

For Soft Skills Trainers

ICARIANS

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

1

11 SOFT SKILLS TOPICS WITH OVER 600+ SLIDES

2

TRAINING CHECKLISTS & PRE TRAINING QUESTIONNAIRE

3

WITH MODULE SPECIFIC ACTIVITIES, ROLEPLAYS

4

TNA TEMPLATES WITH TRAINING EVALUATION FORM

11 ORGANISATIONAL TRAINING TOPICS

WITH PRE AND POST TRAINING DOCUMENTS

Specially Designed and Developed For -

- In-house Organisation's Trainers
- Freelance Soft Skills Trainers
- Campus to Corporate Trainers
- Aspiring Trainers and Managers
- Freelance Training Consultants

Let's Look at the Content





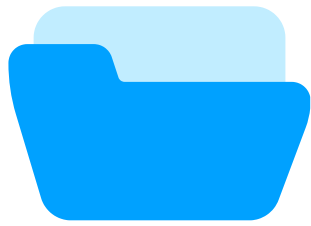
This Kit Holds 11 Folders



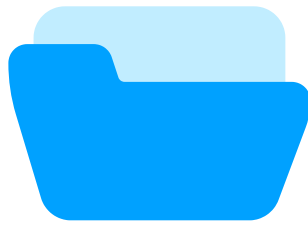
**And Each Folder holds 7
Exclusive Files**



And The 11 Folders are..



Soft Skills



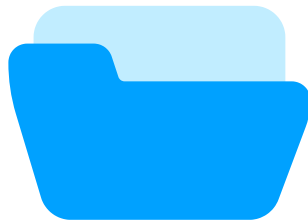
Business Communication



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

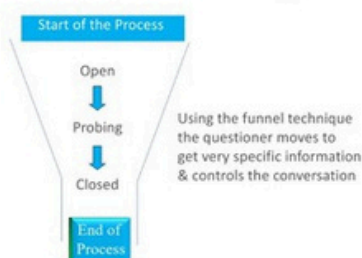


Let's look at some screenshots -

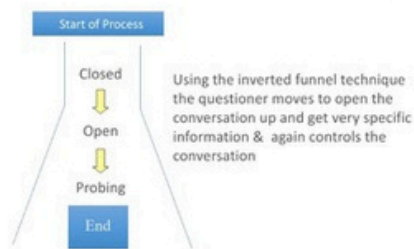
Few PPT Screenshots



Preparation



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



The Presenter



Managing First Impressions

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



Clarity of Roles



Clarity of Expectations



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

Personal Productivity - Benefits



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



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
☐	Selection of specific soft skills areas to be covered (e.g., communication, teamwork, adaptability).
☐	Development of relevant case studies and real-world examples.

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?
- ☐ Significantly improved
☐ Improved
☐ Fair
☐ Needs Improvement

Training Files Screenshots

PRE TRAINING QUESTIONNAIRE

Soft Skills

A set of 15 objective-type questions for a pre-training questionnaire on soft skills, each with four options. Participants can choose the most appropriate option based on their self-assessment.

Communication Skills

1. How would you rate your verbal communication skills?
- ☐ Excellent
☐ Good
☐ Fair
☐ Needs Improvement
2. In written communication (emails, reports), how confident are you?
- ☐ Very Confident
☐ Confident
☐ Somewhat Confident
☐ Not Confident
3. How effective are your listening skills in understanding others?
- ☐ Very Effective
☐ Effective
☐ Fair
☐ Needs Improvement

PLAY

Recommended Games or Activities



Soft Skills Training

Incorporating games and activities into soft skills training can enhance engagement and skill retention. Here are some recommended games and activities for soft skills training in organizations:

Escape Room Challenge

Objective	How
Develop teamwork, problem-solving, and communication skills.	Create a simulated "escape room" scenario where teams must solve puzzles and complete tasks within a set time. This encourages collaboration and quick thinking.

Business Simulation Games

Objective	How
Improve decision-making, critical thinking, and strategic planning.	Use business simulation games that replicate real-world scenarios. Participants make business decisions, analyze outcomes, and adapt their strategies based on results.

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

Time for some Bonuses





1.

70+ CORPORATE CASE STUDIES



A Collection of 70+ 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



2.



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 (cont.)

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**

So, What all you get -



Soft Skills Training Kit with 500+ slides & 50+ Pre & Post Training PDFs



A Collection of 70+ Corporate Case Studies



25 Supporting Training forms, checklists etc.

This Lifetime Training and Development Content



is now...





ICARIANS

For Soft Skills Trainers

Available to Download



11 Soft Skills Topics in 500+ Slides

Pre and Post Training Documents

\$139.00

70+ Case Studies

~~**\$199.00**~~

25 Supporting Training documents

To Order and For any
Questions.



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