

# TV RAO LEARNING SYSTEMS

## HRD PRACTITIONERS & OD CONSULTANTS



The TVRLS Logo Symbolizes the “Lamp of Knowledge”  
Constantly burning and radiating light through  
Knowledge & Experience sharing

### ADVANCED PROGRAMS FOR YOUNG PROFESSIONALS

#### ADVANCED LEARNING PROGRAMS FOR FUTURE HRD PROFESSIONALS

In the current business environment, the role of a Human Resource professional is no longer restricted to managing HR operations. The present day HR structure in organizations is branched into specialized departments focusing on Performance Management, Competence Development and HR Operations. Today, HR as a function plays a very important role in managing & developing people for business profit. For this purpose, HR professional needs to know and be aware of core HRD processes that can help manage talent and create intellectual capital in an organization. While present day business schools prepare young minds to deal with various processes associated with the HR function, there is a need to delve deeper into the practical aspects of certain core HR interventions, to prepare role holders to contribute effectively to the organization they join.



#### ADVANCED GROWTH LABS FOR YOUNG PROFESSIONALS

Organizations look for perfect professionals. In the current competitive environment, organizations have a continuous struggle to find the most effective people not only in terms of skill but also in terms of personality and ability to interact. Employees who have the ability to readily adapt to the corporate environment and align themselves with the corporate culture have an obvious advantage.

For management students and aspiring professionals it is imperative that they understand the expectations and prepare themselves for the corporate life. TVRLS presents “The Perfect Professional” program to address this need.

“The Perfect Professional” is the program that bridges the academics to corporate gap helping young professionals hit the ground running and equipping them with tools for a smooth transition from student to work/corporate life.

# I. ADVANCED LEARNING PROGRAM'S FOR YOUNG HRD PROFESSIONALS

## A. PROGRAM IN PERFORMANCE MANAGEMENT SYSTEMS

### COURSE CONTENTS

- ▶ The philosophy and need of Performance Management System
- ▶ Organizational Roles and their relevance to performance
- ▶ Performance Planning-Overview & Process
- ▶ Performance Analysis and Rating-Concept and Methodology
- ▶ Performance Review Discussion
- ▶ Coaching & counseling (Basics)
- ▶ Linkage of PMS with other Subsystems of HR
- ▶ Competency Based PMS



### SKILL ENHANCEMENTS

- ▶ Assist in the implementation of a PMS in their own organization
- ▶ Conduct orientation sessions for freshers, new employees, first time managers
- ▶ Plan their own performance and manage it for best results

### COURSE DURATION:

## B. PROGRAM IN ASSESSMENT DEVELOPMENT CENTER

### COURSE CONTENTS

- ▶ Objectives for ADC and identification of critical competencies
- ▶ Instruments used in ADCs (Cases, Role plays, In-baskets etc.) and evaluation parameters.
- ▶ Planning and Managing the ADC
- ▶ Designing tools for assessment
- ▶ Selection of Psychometric tools
- ▶ Role of an assessor in ADCs (criteria for selection and desired skills)
- ▶ Post ADC Feedback and integrating ADCs with other systems
- ▶ Developmental action plans post implementing ADCs
- ▶ Experiences of Indian Organizations with ADCs and emerging global Trends



### SKILL ENHANCEMENTS

- ▶ Design and Manage an Assessment Development Center
- ▶ Select/Design ADC tools (except psychometric tools)
- ▶ Administer the tools and process the data (with the help of other assessors)
- ▶ Be an Assessor in an ADCs for other participants

### COURSE DURATION:

## C. PROGRAM IN COMPETENCY MAPPING

### COURSE CONTENTS

- ▶ History of competency, concepts & definitions
- ▶ Relevance of competencies to organizations
- ▶ Methodology of Competency Mapping
- ▶ Creating a Competency Framework & Competency Dictionary
- ▶ Project work and practical



### SKILL ENHANCEMENTS

- ▶ Understanding of competencies, competency models etc.
- ▶ Competency Mapping & Whetting skills
- ▶ Using competencies in different HR systems like recruitment, PMS, People development, Promotion etc

### COURSE DURATION:

## D. PROGRAM IN 360 DEGREE FEEDBACK

### COURSE CONTENTS

- ▶ Concepts & Background to 360 Degree Feedback
- ▶ Objectives of implementing a 360 Degree Feedback System
- ▶ Designing a 360 Degree Feedback tool
- ▶ Usage of 360 Degree Feedback tool & Personalized 360DF for students
- ▶ Integrating 360 DF with other subsystems



### SKILL ENHANCEMENTS

- ▶ Facilitate a 360 DF implementation in their respective organizations
- ▶ Conducting Orientation Sessions for 360DF
- ▶ Assist in building the leadership pipeline
- ▶ Integrate 360DF with HR systems like PMS, Training & Development, Development Centers

### COURSE DURATION:

## COURSE METHODOLOGY



- ▶ The advanced program in Competency Mapping is spread over a period of 12 weeks, during which the student will receive four study modules covering various dimensions of the course. There will be a workshop at the college campus six weeks after the start of the program
- ▶ The Advanced programs in PMS and 360DF will have a 1.5 and 2 day action-oriented workshop respectively. The students will receive workbooks at the start of the program, which they will refer to while doing their assignments.
- ▶ The ADC program will be a 3 day action oriented program. The students will get a hands-on experience of a real time ADC and clear understanding of the subject.
- ▶ Each participant will have to submit the given assignments to TVRLS faculty within a specified time period. TVRLS faculty will guide the students in completing their assignments and provide feedback.

On completing the assignments, students will be given a certificate of pro competence in the selected program.

**PLEASE NOTE: THE COURSE METHODOLOGY CAN BE ALTERED AND INTERGRATED IN TO THE REGULAR CURRICULUM AS PER THE CONVINIENCE OF THE COLLEGE.**

## II. ADVANCED GROWTH LABS FOR ALL FUTURE PROFESSIONALS



The TPP program has been designed based on over 30 years of industry research and consulting experience by TVRLS. It reflects the industry requirements and aims to arm each student with the know-how and skill to develop their potential. While TVRLS already offers similar programs for working professionals this set of programs have been specially tailored for students and aspiring professionals.

### SESSION I

#### PERSONAL EFFECTIVENESS

Objective is to help aspiring professionals appreciate and enhance their personal effectiveness through:

- ▶ Exploratory/ Action Orientation
- ▶ Self Disclosure
- ▶ Receptivity to Feedback
- ▶ Interpersonal Sensitivity

**SESSION DURATION:**

### SESSION III

#### INTERVIEWS: CLEARING THE FINAL FRONTIER

Objective is to enable the person to make a positive impression during the selection process:

- ▶ Resume building
- ▶ Purpose and types of interviews
- ▶ How to Prepare for interviews
- ▶ Mock interviews

**SESSION DURATION:**

### SESSION II

#### ACHIEVEMENT MOTIVATION AND GOAL SETTING

Objective is to explore the Motivation and Achievement Orientation of the person by:

- ▶ Identification of primary and secondary motivators for each participant
- ▶ Understanding ones achievement orientation
- ▶ Understanding Goal Setting Process Exploratory/ Action Orientation

**SESSION DURATION:**

### SESSION IV

#### COMMUNICATION SKILLS

Objective is to enable person to communicate effectively with different stakeholders of the organization:

- ▶ Importance of communication
- ▶ Barriers to communication
- ▶ Active Listening
- ▶ Participating in group discussions
- ▶ Effective Written communication – Answering Emails, Importance of writing persuasively, seeking clarifications etc
- ▶ Presentation skills

**SESSION DURATION:**

## KEY TAKE AWAYS

At the end of these programs students will be able to:

- ▶ Understand the importance of 'Personal Effectiveness' and its impact on one's life.
- ▶ Understand ones need for achievement
- ▶ Set SMART goals
- ▶ Communicate effectively
- ▶ Participate in group discussions
- ▶ Make Effective Presentations
- ▶ Prepare themselves for interviews

## CONTACT US

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