



Training & Development

Mentoring & Coaching

HR Consulting

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## LOTUS QUEST HR FUNCTIONS

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Lotus Quest HR Functions is a top quality provider of Corporate Training, Coaching & Mentoring Services and Human Resource Consulting.

We work with your teams & their leaders to upscale their ability & delivery potential, to achieve your business objectives.

Over a period of last 3 years, we have achieved lasting partnerships with leading companies, who also prefer to work with us, to transform their people & enable them to adopt new ways of thinking, innovating and working.

### About Us

**Lotus Quest HR Functions** was created in 2008, in keeping with the necessity of providing top quality Organisational development, as well as bringing in best practices to the companies of 21<sup>st</sup> Century.

The name **Lotus Quest** signifies a quest for positive knowledge which can be used to develop the individual as well as the Organisation. It aims at creating supportive and learning culture which inspires its people towards excellence.

**Lotus Quest HR Functions** was created by committed professionals from the industry, who align with your objectives and work with you to take your people's performance to the next level.

**Lotus Quest HR Functions** is located in **Pune, India**, with the will to provide services anywhere across the globe

### What we do

#### 1. Corporate Training:

In order to address your learning & developmental aims, we have a wide range of programmes to choose from, in the following areas:

- Leadership Development
- Direction & Strategy
- Organisational Skills development
- Personal Development
- Sales Training & Coaching
- Customer Service

#### 2. Mentoring & Coaching:

For helping you to transform your managers into supportive leaders, we have the following programmes:

- Mentor - Mentee Orientation Programmes (Combined for mentors & Mentees)
- Mentors Training Workshops

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- Transforming Managers into Coaches ( Coach Training Programmes)
- Executive Coaching - One on One Intervention

### 3. **Human Resource Consulting :**

We work with you in your people management concerns areas and help you achieve your objectives in all HR issues, with accent on

- Talent management
- Performance Appraisal & Management
- Performance Review Meetings
- Succession Planning Process & Management
- Assessment Centres & Competency Mapping
- Organisational Structure consulting
- Role profiling and Job Descriptions
- Training Needs Assessment
- Best practices for inducing vibrancy and controlling attrition
- HR Policy Framework
- Climate Surveys
- HR Audit

#### **Lotus Quest Vision**

**Lotus Quest HR Functions** is committed to provide outstanding services in the areas of Organisational Development & People management, while aligning with the objectives of its clients

#### **Lotus Quest Mission**

**Lotus Quest HR Functions** aspires to be a leading provider of Corporate Training & HR Consulting services to companies, by way of developing & grooming their human capital. We enable your people gain new insights and find innovative means to achieve your business objectives, while also satisfying their learning needs.

#### **Lotus Quest Values**

- Be our client's most trusted resource and service partner
- Provide our services with honesty, dignity & professionalism
- Align individual growth with organisational objectives
- Drive for clarity & innovative solutions
- Create new benchmarks in quality

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### **What differentiates us from others in learning & Development?**

- Our Trainers use Experiential learning methods
- Being accredited NLP practitioners, we use NLP techniques in our programmes
- Trainers are certified Assessors for Assessment centres, and therefore able to assess the participants and guide them with suitable methods
- Most of our trainers are also Certified Coaches, and therefore are very supportive
- Our focus is clearly defined. We also have a proven success track record in which we have helped companies to achieve their training objectives entrusted to us.
- Our trainers bring you knowledge & experience which comes from their own versatile backgrounds and their interaction with various organisations.

### **Lotus Quest Clients**

Lotus Quest HR Functions has been partnering with some of the top organisations that are leaders in their fields. We are proud to have received their appreciation for our commitment to fulfilling their objectives. Some of our clients are:

- **KPIT Cummins Infosystems Limited**
- **Zensar Technologies Limited**
- **Persistent Systems Limited**
- **John Deere India Limited**
- **Larsen & Toubro ( L&T)**
- **Thermax Limited**
- **Bharat Petroleum Corporation Limited**
- **Indian Oil Corporation Limited**
- **Hindustan Petroleum Corporation Limited**

#### **LOTUS QUEST HR FUNCTIONS**

## LOTUS QUEST SERVICES OFFERED

### 1. TRAINING AND DEVELOPMENT

Training is a planned programme designed to enable an employee to improve performance as well as detect and correct errors. It provides skills and abilities which may be called on in future to enable solutions.

We design learning & development solutions to elevate the performance level of your people. We also see that the solutions are based on your organisational values, culture, philosophy & business needs. We ensure that your objectives are accomplished with deep impact in the work areas too, touching the people.

#### Unique Value of Our Learning Programmes

**Customised Programmes in your budget:** We don't believe that one size fits all. Therefore, we design learning programmes with a range of options which extend and from Case methodology to Experiential learning and from indoor to outbound activities for a comprehensive learning experience which also fits your budget. We consider ourselves as providers of value for your money.

**Flexible Approach:** Apart from the programmes presently given out here, you can combine any subjects from these programmes as suited for your requirement, or give us a subject presently not displayed here. With our experience and wide range of experience, we will deliver the training objectives one hundred percent to your satisfaction

**Duration:** We design courses from half day to 5 days duration, as per your choice, convenience and necessity

**Latest techniques & Methods:** We use Latest and most effective Methods for learning & development programmes, to transfer the contemporary practices to your people

#### Learning Methodology

Our learning methodology is designed to enable your people to improve performance as well as detect and correct errors. It provides skills and abilities which may be called on in future to enable solutions.

#### Experiential Learning

Lotus Quest HR Functions uses Experiential learning as its basic methodology. This is based upon the learnings derived from the activities in which your people participated rather than having only discussions. Activities can be retained longer in the memory rather than theories & academic discussions. However, the methodology is selected after we find the best ways to achieve learning objectives.

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We design the learning experience with other methodologies like:

- ❖ Simulated activities
- ❖ Role plays
- ❖ Scenario Building
- ❖ Brainstorming
- ❖ Practice sessions
- ❖ Case Studies
- ❖ Team games
- ❖ Adventure activities

With **Experiential learning** and **NLP** techniques, **Lotus Quest** creates an impact on participants and generates in them a quest for perfection. As an organization addressing your human capital, we focus on individual as well as organisational growth.

### Learning & Development Programmes

Lotus Quest offers unique learning & development options in various areas, taking into consideration specific requirements of the organisations:

- I. Leadership Development Programmes
- II. Direction & Strategy
- III. Organisational Skills development
- IV. Coaching & Mentoring
- V. Personal Development
- VI. Sales Training & Coaching
- VII. Customer Service
- VIII. HR Specific Programmes

### All Programmes at a Glance

#### Leadership development

LDP-1	Strategic leadership for Senior Executives
LDP-2	Orchestrating High Performance
LDP-3	Visioning & Goal Setting
LDP-4	Driving Innovation and Creativity
LDP-5	Managing the Managers
LDP-6	Leading diverse teams with global mindset
LDP-7	First Time Leaders - Towards Vibrant Leadership
LDP-8	Middle level Leaders - Achieving Credible Leadership
LDP-9	Transformational Leadership (Advance Programme)

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### Direction & Strategy

DS-1	Leading and Mastering Change
DS-2	From Strategy to Implementation
DS-3	Building Knowledge Intensive Organisation
DS-4	Engaging & Retaining Top Talent
DS-5	Cultural Due Diligence in Mergers & Acquisitions

### Organisational Skills Development

OSD-1	Successful Planning & Execution
OSD-2	Effective Decision Making & Problem Solving
OSD-3	Successful Team Building
OSD-4	Credible Performance Appraisal
OSD-5	Effective Conflict Management
OSD-6	Motivation & Influencing for great results
OSD-7	Emotional Management in Work place
OSD-8	Effective Time Management & Delegation
OSD-9	Winning Communication for high performance
OSD-10	Successful Interviewing Skills
OSD-11	Winning Presentation skills
OSD-12	Win-win Appraisal Meetings
OSD-13	Mastering People Skills (Comprehensive Programme)
OSD-14	Confident Entrepreneur Manager

### Coaching & Mentoring

CM-1	Transforming Managers into Coaches (Coach Training)
CM-2	Executive Coaching - One to One Engagement
CM-3	Effective Mentoring Relationship Initiation - (Combined)
CM-4	Training Workshop for Mentors

### Personal Development

PDP-1	Personal Effectiveness in workplace
PDP-2	Taking Charge with Assertiveness
PDP-3	Thriving under Stress
PDP-4	Perfect Business & Social Etiquette

### Sales Training & Coaching Programmes

STP-1	Selling Skills: “Achieving Sales Excellence”
STP-2	Successfully Leading Sales Teams
STP-3	Rewarding Key Account Management
STP-4	Creating Winning Sales Strategies
STP-5	Win-Win Negotiating Skills
STP-6	Sales for Non Sales People
STP-7	Sales Coaching for Individuals

### Customer Service Training & Coaching Programme:

CST-1	Creating Excellence in Customer Service
CST-2	Effective Internal Customer Service

### HR Specific Programmes

HRP-1	Talent development & Succession Management
HRP-2	21 <sup>st</sup> Century HR Professional
HRP-3	Recruiting Top Talent
HRP-4	Train the Trainer
HRP-5	Campus to Corporate

#### Programme Details & Objectives

- Programme details for all programmes are given in the Appendix to this Brochure

#### Programme Duration

- Duration of All programmes is flexible. It can be customised to suit client’s specific requirement.

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### Out Bound Programmes

- Outbound Adventure activities are handled and supervised by highly qualified and experienced professionals.

### Training Locations

- Locations of Indoor programmes are finalised and fixed as per mutual convenience.
- Outbound and Adventure programmes: We already have various locations for these programmes. Any suggested locations will be considered on examining their suitability to the conduct of adventure or experiential activities.

### Executive Coaching (One on One Engagement)

#### Why Executive Coaching?

Is lack of time a reason that prevents you from improving your own or your team's effectiveness? Do your leaders lack a sounding board, someone who can give them honest and direct feedback? On the other hand, do your executives need guidance when they are being promoted and need develop certain skills needed for those positions?

Executive Coaching can provide the answer for sharpening those skills, particularly when you need to do so in the real time. It is also be effective for those executives who want to reach a goal but are not sure how to go about achieving it.

Apart from being very cost effective, Executive Coaching provides excellent results by way of increased potential and productivity, better communication, nurturing climate, reduced attrition and increased commitment.

#### Our Role

**Lotus Quest Coaches** help your leaders and executives in real time learning, for **just an hour per week**. You can improve their performance level, which is visible in real time too.

Our Executive coaches are trained in **ICF (International Coach Federation)** approved **ACSTH** Programmes. They are also achievers in their professional arena. We also review the results of coaching and apprise you of the progress for you.

#### Coaching Duration & Time

- The Coach and Coachee hold coaching sessions once in a week (or more) for a **period of six weeks initially, extendable to 3 months**, depending upon the interest demonstrated by the executive. The progress in achievement of goals is reviewed by Coach, coachee and the Sponsor.
- The progress of Executive is viewed on the monthly basis through a facilitator appointed by the sponsor. Based upon the progress achieved, the period of engagement can be increased for another three months and so on.

**Please let us know if you want us to brief you on the process in detail**

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### Executive Coaching options for you

Long term Coaching (6-12 Months)	Short Term Coaching (3 Months)	Quick Result Coaching - 6 Sessions (6 Weeks)
Coaching Objectives and action plan will be worked out and agreed to for first three months (12 sessions)  Weekly one hourly sessions  Progress feedback session after every four sessions  Quarterly progress analysis will be discussed after getting inputs from supervisors and colleagues  <b>Term extended to next block of 3 months, after analysing goal accomplishment of previous three months Coaching</b>	Coaching Objectives and action plan will be worked out and agreed to for only three months (12 sessions)  Weekly one hourly sessions  Monthly progress analysis will be discussed after getting inputs from supervisors and colleagues  <b>Goals accomplishment analysis will be discussed on conclusion of 3 months Coaching</b>	Coaching Objectives and action plan will be worked out and agreed to for only 6 Weeks (6 sessions)  Weekly one hourly sessions  Progress feedback after first 3 sessions  <b>Goals accomplishment analysis discussed on conclusion of 6 weeks coaching</b> .

### Outbound Programmes

Lotus Quest Outbound programmes are known for vibrant environment, thrilling adventure activities, innovative experiential learning games and experienced facilitators

Our participants fondly call our outbound programmes as liberating experiences, as they become free of their limiting beliefs and find themselves confident and powerful. We hold a mirror for them to reflect on their experiences and start a quest for the next level of awareness and competence

### Our Facilitators & Trainers

Mr Rajiv Rishi & Ms Falguni Shroff are both very experienced Outbound Trainer and have conducted numerous successful Outbound programmes for various organisations.

Rajiv, a mountaineer himself, has been a guest Instructor in Himalayan Mountaineering Institute, Darjeeling, India, and is trained in Kayaking and rafting. Falguni has been an Adventure enthusiast and has been on river rafting and various Treks. Being experienced in these activities, they are the right people to link these activities with the workplace learnings

Lotus Quest has accredited and experienced adventure and Outdoor professional Trainers who have been conducting these activities for years.

**We would be happy to assist you in any areas of our offerings. Please feel free to contact us. Our mail and mobile details are on the first page of this profile**

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