



July 9th, 2022

ANNOUNCEMENT

IT'S TIME TO KNOW AND DEVELOP SOFT SKILLS; A MUST FOR SUCCESS IN CAREER & PERSONAL LIFE- WEBINAR SERIES 2022

I. ABOUT THE PROGRAM

“Technical skills may get you the job, but soft skills can make you or break you as a Manager”-

One of the famous quotes on importance of soft skills at work place. The Stanford Research Institute found that almost 75% of an employee's success comes from soft skills while only 25% of their success comes from technical skills. The 21st century brought in many development and progress in terms of economic growth and technology which significantly improved life style and standard of people in the country; however, it also largely affected traditional family models and individual's priorities, hence the natural development of required soft skills of children no more exists as reflected in the working environment of many companies. It's time to make a sincere attempt to understand and practice various soft skill requirements at a work place.

Why Actuaries to develop Soft skills?

Actuaries play a key role in their company for providing technical expertise and guidance. There are many stakeholders and associates for an actuarial professional to deal with on a daily basis. Each of the actuarial personnel is perceived as brand ambassadors for the profession, measured in terms of their professionalism and mannerisms. Within and outside the Actuarial teams, it is imperative and important to know and practice soft skills such as image management, Body language, Business etiquette, Communication skills, Interpersonal relations, Emotional Intelligence, Stress Management, Time Management, Work Life balance, Leadership techniques, conflict management, Critical thinking and creative problem solving. While most of the senior management level people developed most of these skills by virtue of their generation or by their long years of experience, the middle and junior level employees may require most of these skills to be developed.

II. PROGRAM SCHEDULE:

Webinars will start on 30th July 2022, There are 36 hours program, which spread over 14 sessions. Participants expected to work on their assignments on a regular basis to maintain the continuity of learning and practice. Details of the program along with contents are available in **ANNEXURE-I**

The program to be attended in LIVE, however, recorded videos of all webinars will be made available in the member's login page till 30th September, 2022. Timing sessions on working days shall be 7.00PM-9.00PM; on holidays/weekend it may differ

III. REGISTRATION:

✓ **Registration fee**

- **Students & Associates** : Rupees Four thousand (**₹4,000.00**) plus 18% GST
- **Fellows** : Rupees Six Thousand (**₹6,000.00**) plus 18% GST
- **Non-members** : Rupees Eight Thousand (**₹8,000.00**) plus 18% GST



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| ✓ Registration menu | : Login to IAI >>> Training program>>Soft skills |
| ✓ Registration opens | : On 9 th July, 2022 6.00PM. |
| ✓ Registration closes | : On 29 th July, 2022 2.00PM. |

IV. FACULTY

Ms. Jacqueline Vales is a Certified Soft Skills Trainer, Image Management Consultant, NLP (Neuro Linguistic Programming) Practitioner and an MBA in Finance. She brings along over a decade long corporate work experience spread across various roles and industries. This enables her impart practical and result oriented solutions in her training. She is into the training & development field since the last five years. She uses the experiential learning and storytelling technique to make her training sessions effective and interesting. She has an enriched experience in Financial Markets and Advisory, including client interaction, handling foreign delegations, campaigns and events. Jacqueline is also a Compere and has been Masters of Ceremony for various functions. She is also an empanelled trainer for various Institutions and Companies like, Central Bank of India , Image Consulting Business Institute (training aspiring trainers), Institute of Chartered Accountants of India (ICAI), Institute of Company Secretaries (ICSI), Bombay Stock Exchange (BSE) Institute, D.J. Sanghvi College of Engineering, Narsee Monjee College of Commerce & Economics, Praveen Gandhi Law College and St Pauls Institute of Communication Education.

Mr. Rajan Gaonkar is the founder of R G Consultancy, the company provides Soft skills training. He is Director & Co-founder of Globalskill –Jobs & Skill app. It is a Social Entrepreneurship venture to help the underprivileged youth. MBA from JBIMS – Mumbai & a Post graduate diploma from XLRI. He has undergone trainings at IIM – Ahmedabad & IIM – Kolkata. And past President for MILT

Mr. Shyam Lata, is an MBA (from Australia) and Master in Psychology. He has provided soft skill and behavioural training in different industries such as IT, Finance, Pharmaceutical and Healthcare companies such as Tech Mahindra, Deloitte Consulting, Accenture, EDS, Gold shield, Intelenet etchas an experience of more than 14 years in the field of soft skills training and people development. His profound public speaking abilities have bestowed him with lot of accolades and he has been felicitated by the ex-Governor of Maharashtra P. C. Alexander in 2002.

V. BENEFITS OF ATTENDING THE PROGRAM:

- Builds up professional and/or personal recognition
- Helps in inculcating and polishing the behavioural skills one requires to boost their efficiency level and attain excellence.
- Enhances one's image and thus the organisation's image
- Facilitates productive transactions with both internal and external stakeholders.
- Learns how to tap into their Inner Potential to become successful
- Develops and boost confidence
- Improves competency
- Polishes behaviour and dealings with others
- Empowers with techniques to overcome hurdles in achieving goals
- Learns stress, conflict, Image and time management
- Learns leadership techniques
- Learns work life balance
- Learns to deal with peers and subordinates



Institute of Actuaries of India

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VI. CONTACT:

Point of contact for all related queries: Mr. Ravindra Mastekar at:
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ANNEXURE-I

Program Schedule

SN	Date	Day	Time	Hrs	Faculty	Topics
1	30-07-2022	Saturday	10.00 am to 2.00 pm	4	Jacqueline Vales	Image Management (Power Dressing) & Body Language (Non-verbal communication)
2	02-08-2022	Tuesday	7.00 pm to 9.00 pm	2	Jacqueline Vales	Business Etiquette
3	03-08-2022	Wednesday	7.00 pm to 9.00 pm	2	Jacqueline Vales	Communication Skills
4	05-08-2022	Friday	7.00 pm to 9.00 pm	2	Jacqueline Vales	Interpersonal Skills
5	06-08-2022	Saturday	10.00 am to 2.00 pm	4	Jacqueline Vales	Peak Performance using NLP techniques (Mind Power)
6	09-08-2022	Tuesday	7.00 pm to 9.00 pm	2	Jacqueline Vales	Peak Performance using NLP techniques (Mind Power)
7	13-08-2022	Saturday	10.00 am to 2.00 pm	4	Shyam Lata	Importance of KSA & Developing I am Ok , You are OK concept
8	16-08-2022	Tuesday	7.00 pm to 9.00 pm	2	Rajan Gaonkar	Critical Thinking and Creative Problem Solving
9	18-08-2022	Thursday	7.00 pm to 9.00 pm	2	Rajan Gaonkar	Personal exercise to emphasize the learnings
10	23-08-2022	Tuesday	7.00 pm to 9.00 pm	2	Jacqueline Vales	Stress Management
11	24-08-2022	Wednesday	7.00 pm to 9.00 pm	2	Jacqueline Vales	Time Management
12	25-08-2022	Thursday	7.00 pm to 9.00 pm	2	Jacqueline Vales	Emotional Intelligence
13	27-08-2022	Saturday	10.00 am to 2.00 pm	4	Jacqueline Vales	Leadership Techniques and Conflict Management
14	30-08-2022	Tuesday	7.00 pm to 9.00 pm	2	Jacqueline Vales	Work Life Balance