

## **HOW we conduct Effective Technical & Soft Skills Trainings**

### **I. Pre-Training: Build the Foundation**

#### **1. Assess Needs**

- Identify essential technical and soft skills.
- Use surveys, interviews, and performance data to find skill gaps.
- Prioritize the most critical needs.

#### **2. Set Clear Learning Objectives**

- Define what learners should be able to do post-training.
- Make technical and soft skill goals.

#### **3. Design an Integrated Curriculum**

- Combine technical and soft skills in lessons.
- Use real-world scenarios and projects to practice both

### **II. Training Delivery: Make It Interactive**

- **Role-Playing:** Practice soft skills like leadership and communication.
- **Simulations:** Blend technical challenges with realistic interpersonal demands.
- **Case Studies:** Analyze real events for decision-making and ethics.
- **Group Projects:** Encourage collaboration while solving technical tasks.
- **Workshops:** Include discussion, brainstorming, and hands-on work.

### **III. Post-Training: Reinforce & Evaluate**

#### **1. Application**

- Ensure immediate on-the-job use.
- Assign tasks that mix tech and soft skills.

#### **2. Feedback**

- Provide ongoing and 360-degree feedback (peers, managers, clients).

#### **3. Evaluation**

- Use tests and performance reviews for technical skills.
- Observe behavior and collect feedback for soft skills.
- Measure business impact (e.g., productivity, customer satisfaction).
- Refine training based on results.