

### **Soft Skills Training and Consulting**

www.eogogics.com, www.gogics.com

(1) +1 703 345-4375, (1) USA 1 888 364-6442 | ✓ info@eogogics.com



### Onsite and WebLive™ Classes On

The 100 Soft Skills most critical to professional and management success taught by instructors who are among the industry's most highly qualified and dynamic. Also, executive coaching and consulting on employee development issues. (See back for details)

#### Why Eogogics?

- Unmatched Expertise: Over 25+ years, we've done lots of onsite classes, in-house leadership development programs, executive coaching, meeting facilitation, human resource consulting, and more for organizations across a wide range of industries, including the government.
- High Client Satisfaction: All of our classes rate good-to-excellent, high client retention, bulk of our business is from loyal clients or their referrals.
- O Top-tier Instructors: Advanced degrees, extensive ISD and platform skills training, 15-25 years of work and teaching experience, awards/honors. They are engaging and dynamic presenters who earn excellent participant evaluations, class after class.
- Customized, Practical Courses: Each class is customized to your industry, company, and culture.
   Collaborate with the instructor to design a course (including Action Learning Programs) focused on your mission critical needs. Take a class onsite or, in some cases, on the Web.
- O Buy Coach, Travel First Class: Using technology to lower our operating expense, we offer top-tier instructors and tailored courses at 30% below market.
- O Power *Your* Organization with an Eogogics Workshop! Benefit from our 25+ year experience with diverse business processes and work cultures, knowledge of industry best practices, and sound advice.

### Try Us before You Buy Us

Discuss your training requirements with your actual instructor and receive a tailored course outline at no cost or obligation.



### Top 10 Client Questions

### Answered by KK Arora, President

#### Who are you? What are your credentials? Who are your clients?

We've been doing HRD worldwide for 25+ years. We know that it's more about learning (and addressing your team's issues) than it is about training. We're well-regarded by our Fortune 100/500 and government clientele, though we welcome clients of all types and sizes.

#### What makes you better than your competitors?

- 25+ year first-hand HRD experience and knowledge of industry best practices.
- O Best-in-class instructors.
- Highly tailored, job focused classes.
- O Prices that are as much as 30% lower than those of higher-end training elsewhere.

#### What makes your classes more effective?

- They are job-skills focused, i.e., driven by your issues and tailored to your business language, culture, and processes. They can include Action Learning (learning while solving a problem that's mission critical to you) at no added cost.
- Highly engaging, they include lecturettes combined with discussions, exercises, role plays, case studies, simulations, games/contests, World Café, videos, occasionally music and drawing. Practice is what makes training real and our classes have lots of it.

# Who are your instructors? Do they know something about what they're teaching, or are they just career trainers? Can I talk to the instructor before we commit?

They are well educated, mid-career, multi-faceted HRD professionals who not only develop and teach courses but also consult and coach. Their HRD career often builds on relevant job and life experience that lends authority to their instruction. They earn great ratings in class after class. They are impressive; we want you to talk to them!

## How does this work? Can you help us narrow the choices, achieve our goals? How soon can we customize and host this class?

A single, no-cost-or-obligation call with our soft-skills training Director (she has an MA in ISD and 25+ year experience) will help us understand your goals, narrow down choices, discuss available class dates, develop detailed custom course outlines for you to critique, finalize costs, and lay out a plan to achieve your objectives quickly, smoothly.

# Can you tailor your course to our industry, business culture, work processes, and audience? Will you provide detailed, custom course outlines before we commit? Is our sensitive info safe with you?

You want to train for a reason, we get that! You'll begin with a phone discussion of your issues with our soft skills training Director. We'll follow up with a detailed, customized course outline at no cost or obligation. Your class will use the vocabulary, examples, stories, exercises, and case studies that reflect your business. Incidentally, we rarely charge extra for this. And, yes, we've worked with sensitive issues for 25+ years, so your info is safe with us (NDA's are available).

#### How is your sales process different from that of your competitors?

We're focused less on selling courses than on helping address the issues that are driving the training need. We know your decision may involve multiple criteria and stake-holders. We'll take the time to address everyone's concerns. We care as much about being the right partner for you as you do.

# Ok, so your courses and instructors are among the best available. But are you expensive?

Using technology to reduce cost, our best-in-class instructors teach spot-on custom courses at prices that are quite affordable, even for a small class. Compared with public seminars, private classes deliver more targeted content in less time with just the instructor (vs. all the participants) traveling, offering a better, cheaper class with no travel down-time. Some courses can be taught WebLive™, avoiding instructor travel, too.

#### Are your courses backed up by good service?

Since the bulk of our business comes from long-term customers or their referrals, great service is not just something we try to do, it's critical to our business model and ongoing success.

# Will I be taking a chance by selecting Eogogics to teach this course? Are you as good as you sound? Is Eogogics a 'safe' choice?

We know that a great class will make you look good with your peers; a so-so one, well, not so. You may breathe easier knowing that we've got a 25+ year record of successful executions. Our training expertise, best practices knowledge, plus content specific to your audience/need, will help you achieve your expected training outcomes -- and make you look good, too.

So achieve your expected training outcomes, synch up with industry best practices, and raise your team's productivity and morale!
Call or email us today!

About the Eogogics Team: Eogogics is led by KK Arora, formerly Vice President, Human Capital Management, LCC International. An award winning teacher and author with 25+ years of executive experience, he leads a team of accomplished professionals who rank at the top of their chosen fields and have earned many distinctions including awards and honors. Our five-person leadership team together offers 156 years of training experience (including 56 years in soft skills) and 111 years of consulting experience (including 46 years in soft skills). Our soft-skills practice Director has a master's in ISD and 25+ years of experience in developing and delivering highly job-specific and engaging courses and Action Learning workshops, executive coaching, and HRD consulting.



### **Comprehensive, 100 Course Soft-Skills Line-up**

Including Our Exclusive Curricula On

Technology Management and Success Skills for the Age of Technology

#### **Professional Development**

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Empowerment, Positive Attitude, Time/Priority Management, Stress Management, Thriving on Change, Critical Thinking, Creativity, Problem Solving, Leading Up

#### **Interpersonal and Teamwork**

Myers Briggs (MBTI), Team Play, Conflict Management, Conflict Mediation, Handling Difficult Behavior, Win-win Negotiation, Influencing Skills

#### **Respectful Workplace**

Workplace Diversity, Workplace Harassment, Workplace Violence

#### **Customer Service and Sales**

Internal and External Consulting, Selling, Internal and External Customer Service Excellence, Building a Customer Focused Organization

#### Soft Skills for the Technology Age

Out-of-the-Box Thinking, Brainstorming, e-Communications and Social Media, Virtual Collaboration, Leading Virtual Teams, Technical Management

#### **Careers in Transition**

Marketing Your Skills in a Behavioral Interview, Transitioning Careers

**Also Consulting Services to** 

# Coaching and Executive Coaching In-house

Coaching and Executive Coaching, In-house Leadership Development Programs, Conflict Mediation, Meeting Facilitation, Human Performance Improvement Study, Training /e-Learning and Documentation Development

#### Management and Leadership

#### Management

Supervision, Management, Project and Team Management, Project Portfolio Management, People in Projects, Meeting Leading, Delegation, Coaching, Feedback, Managing Diversity, HR Performance Metrics

#### Leadership

Strategic Analysis and Planning, Leadership Workshop (Basic, Intermediate, Advanced), Leading Change, Creating a Leading Up Culture, Managing and Leading Upward

#### **Technical and Project Management**

Comprehensive Project Management Workshop and Simulation, Project Management courses (2-5 days long), Project Portfolio Management, Project Conflict Resolution, Scope/Change Control, Risk Management, Budgets, Cost Reduction, Engineering Economics, Delivery Performance Improvement, Quality Management, Do's and Don'ts of Technical Management, Software Project Management, Systems Management, Manufacturing Leadership, Offshore Supplier Management

# Business and Technical Communications

#### **Business Communications**

Effective Verbal and Written Communications, Writing Successful Proposals, Persuasive Presentations Workshop (with videotaped critique)

#### **Technical Communications**

Technical Writing, SWOT Analysis, Writing Use Cases, Technical Proposal Writing, Technical Presentations Workshop (with videotaped critique)