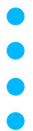


Elevate Your Skills **ANYTIME, ANYWHERE** **WITH 131+ COURSES**

LMS PRODUCT CATALOGUE 2024-2025



About Prompt Personnel

Prompt Personnel has established itself as a leading provider of comprehensive workforce solutions, offering unmatched service in **Temporary Staffing, Permanent Recruitment, Labor Law Compliance, and HR consulting**. With a strong presence across India, we are dedicated to delivering customized solutions that drive business growth and operational excellence. Our deep industry knowledge and extensive network empower organizations to navigate the complexities of workforce management with agility and precision. Trusted by companies across various sectors, Prompt Personnel is your reliable partner for all HR needs.



Seamless Access to Customized Learning

- **Accessibility:** Provides access to learning materials anytime, anywhere.
- **Personalized Learning Paths:** Customizes learning experiences based on individual needs and goals.
- **Continuous Learning:** Supports ongoing education and skill development beyond formal training sessions.
- **User-Friendly Interface:** Provides an intuitive interface that is easy to navigate.

Discover Your Perfect Learning Path!

We offer an extensive library of 130+ courses for HRs and other professionals, with 16 handpicked categories, each featuring multiple sub-courses to choose from. Tailor your learning experience by customizing these courses to fit your unique needs and career goals. Whether you're looking to enhance your skills, explore new topics, or advance in your career, we've got the perfect fit for you.

1) Technology and Digital Skills

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| a) | Cyber Security | The course teaches the basics of protecting information systems, including identifying malware, understanding cyberattacks, and implementing prevention strategies. |
| b) | The Cloud and Business | The course explores cloud technology's benefits and risks, focusing on communication, business processes, and performance monitoring |
| c) | mLearning Essentials | The course teaches effective use of mobile learning technologies, covering definitions, methods, benefits, challenges, & creating a comprehensive mLearning plan. |

2) Business Operations and Project Management

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| a) | Lean Process and 6 Sigma | The course provides an overview of Six Sigma methodology, focusing on eliminating defects and waste through data-driven techniques and lean principles. |
| b) | Supply Chain Management | The course enhances coordination among suppliers, producers, and customers to lower costs, improve efficiency, and boost customer satisfaction. |
| c) | Project Management | This course provides a comprehensive understanding of project management principles, value delivery, and performance domains, including updates, ethics, and effective methods for project success. |
| d) | Risk Assessment and Management | The course equips participants to identify hazards, update safety measures, & develop strategies for risk management & disaster recovery through interactive modules. |

3) Mental Health & Personal Development

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| a) | Assertiveness and Self Confidence | The course improves interpersonal communication skills & traits, importance of goal setting, provides tips, techniques & opportunities to try our own skills. |
| b) | Attention Management | The course explores various types of attention, develops SMART goals, utilizes methods to focus, overcome procrastination, prioritize time effectively & boosts productivity. |
| c) | Anger Management | The course helps master anger management by understanding dynamics, debunking myths, using effective communication, and practicing de-escalation techniques. |
| d) | 10 Soft Skills You Need | The course teaches essential skills for workplace success, covering effective communication, conflict resolution, & how to enhance job performance and satisfaction. |
| e) | Time Management | This course provides strategies for mastering time management, enhancing productivity, and organizing daily activities, enabling both personal and professional success. |
| f) | Managing Personal Finances | This course enables you to achieve financial stability by mastering budgeting, debt reduction, and cost management. |
| g) | Organization Skills | The course helps enhance productivity and personal growth by improving time management, information storage, workspace organization, & combating procrastination. |
| h) | Managing Workplace Anxiety | The course teaches essential skills for workplace success, covering effective communication, conflict resolution, & how to enhance job performance and satisfaction. |
| i) | Increasing Your Happiness | The course focuses on enhancing self-awareness, helping participants understand their emotions, appreciate themselves & others, & improve overall fulfillment. |

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| j) | Improving Mindfulness | The course teaches participants to stay present, manage emotions, counter distorted thinking, & enhance social interactions through mindfulness techniques. |
| k) | Stress Management | The course teaches balancing stress using a three-option approach and personal skills, including lifestyle changes, routines, relaxation techniques, and a stress log system. |
| l) | Personal Productivity | The course helps unlock hidden time & boost productivity by organizing routines, setting goals, and using effective planning tools. |

4) Business Administration

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| a) | Administrative Office Procedures | The course covers essential strategies and procedures that bridge a company's vision with its daily operations. |
| b) | Administrative Support | The course teaches core skills for efficient resource use, effective time management, communication, and collaboration. |
| c) | Executive and Personal Assistants | The course covers administrative soft skills, time & meeting management, tools, gatekeeping, organizational skills, confidentiality, and handling special tasks. |
| d) | Basic Bookkeeping | The course teaches essential accounting skills, including terminology, financial methods, documentation, budgeting, and auditing |
| e) | Budgets and Financial Reports | This course equips participants with essential financial knowledge to confidently discuss, analyze, & make decisions based on financial data. |

5) Workplace Essentials

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| a) | Adult Learning – Mental Skills | The course is designed to empower adults with advanced strategies for enhancing their mental agility and learning capabilities |
| b) | Adult Learning – Physical Skills | The course helps adults enhance or acquire new physical skills for personal growth, fitness, or hobbies through a step-by-step approach. |
| c) | Civility in the Workplace | The course covers maintaining politeness, reasonableness, and respect in the workplace. |
| d) | Respect in the Workplace | The course covers fostering integrity and professionalism while practicing effective communication and mutual recognition in the workplace. |
| e) | Violence in the Workplace | The course addresses acts or threats of physical violence, harassment, intimidation, and disruptive behavior at the work site. |
| f) | Office Health and Safety | The course covers identifying common illnesses, understanding their symptoms, applying treatment & prevention techniques, and establishing an emergency response plan. |
| g) | Universal Safety Practices | This course equips participants with the knowledge to understand, implement, and monitor essential safety practices, ensuring workplace protection and legal compliance. |
| h) | Accountability in the Workplace | This course deals with strategies to build an accountable team, enhancing performance, collaboration, and overall workplace success. |

6) Marketing & Media

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| a) | Basics of Marketing | The course offers foundational marketing knowledge on defining markets, utilizing various marketing types, effective customer communication, and avoiding common marketing mistakes. |
| b) | Media and Public Relations | The course equips participants with practical skills for effective networking, media management, and communication, enhancing their professional image and opportunities. |
| c) | Social Media Marketing | The course teaches participants how to effectively use social media platforms to reach and engage audiences, enhance sales, and weigh the benefits and risks. |
| d) | Multilevel Marketing | The workshop covers the fundamentals of MLM, including recruitment, training, and leveraging social media to expand and enhance a sales team. |
| e) | Internet Marketing Basics | The course teaches participants how to conduct market research, develop online campaigns, understand SEO and brand management, and effectively capture leads. |
| f) | Social Media in the Workplace | The course examines social media's impact on business productivity, teaches policy development and balances its benefits and risks in a professional setting. |
| g) | Developing Creativity | The course helps participants overcome barriers to creativity, enhance their imagination and mental flexibility, and embrace curiosity and risk-taking. |

7) Training and Development

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| a) | Train the Trainer | The course equips participants with essential skills to effectively design & deliver engaging training sessions, including defining training roles, creating lesson plans, and developing impactful visual aids. |
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| b) | Measuring Results from Training | The course explores cloud technology's benefits and risks, focusing on communication, business processes, and performance monitoring |
| c) | Coaching and Mentorin | The course teaches effective use of mobile learning technologies, covering definitions, methods, benefits, challenges, & creating a comprehensive mLearning plan. |

8) Workplace Culture and Diversity

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| a) | Women in Leadership | The course empowers women to overcome gender-based challenges in leadership, build confidence, and develop a strong leadership style, to inspire future leaders and drive organizational change. |
| b) | Work-Life Balance | The course deals with achieving a healthy work-life balance by improving time management, setting achievable goals, and managing stress, both at work and at home. |
| c) | Workplace Harassment | The course provides participants with the tools to recognize, address, and prevent workplace harassment, including understanding legal responsibilities & implementing anti-harassment policies |
| d) | Generational Gaps | The course addresses the generational gap by exploring differences in beliefs, politics, language, work, demographics, and values between generations. |
| e) | Health and Wellness at Work | The course helps foster a 'Culture of Wellness', promoting healthier lifestyles and a more productive workplace. |

9) Team Building and Development

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| a) | Teamwork and Team Building | The course covers team concepts, the Tuckman model, types of teams, leadership, team-building activities, problem-solving with the 6 Thinking Hats model, & best practices for fostering teamwork. |
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| b) | Team Building for Managers | The course equips managers with essential skills to foster effective teamwork, enhancing team dynamics and creating a positive work environment through strategic team-building practices. |
| c) | Team Building Through Chemistry | The course enhances team effectiveness by focusing on the dynamics of team chemistry, helping participants understand team development, create shared goals, appreciate diversity, and manage conflicts. |
| d) | Taking Initiative | This course empowers participants to confidently take initiative in their careers by recognizing opportunities, stepping beyond the norm, and balancing proactive actions with thoughtful restraint. |
| e) | Virtual Team Building and Management | This course equips participants with the skills to effectively manage and build trust within virtual teams, addressing challenges of distance while ensuring project success. |
| f) | Interpersonal Skills | The course improves communication, guides conversations, and covers negotiation techniques. |

10) Management & Supervision

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| a) | Servant Leadership | The course teaches servant leadership and how focusing on others' success enhances professional relationships, leadership effectiveness, mentorship, and self-reflection. |
| b) | Supervising Others | Participants will learn to define task requirements, set SMART goals, delegate work, provide feedback, manage time, resolve conflicts, and strategies for new supervisors. |
| c) | Middle Manager Skills | Participants will learn workplace ethics, information management, decision-making, control processes, change facilitation, team management structures, and leadership development. |
| d) | Being A Likable Boss | The course helps managers balance likability with respect, focusing on leadership qualities, effective delegation, task selection, and building mutual trust. |

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| e) | Office Politics for Managers | The course focuses on improving office dynamics, teaching participants to influence colleagues, manage diverse personalities, and network effectively. |
| f) | Performance Management | The course covers performance management tools, project management phases, goal setting, feedback, Kolb's Learning Cycle, & developing a performance journal & improvement plan. |

11) Business Development Basics

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| a) | Coaching Sales People | The course helps managers boost sales performance by monitoring key metrics, communicating effectively, applying coaching techniques, and avoiding common selling mistakes. |
| b) | In-Person Sales | The course covers in-person sales techniques, including the sales funnel, strategy development, customer loyalty, and follow-up. |
| c) | Sales Fundamentals | This course provides participants with a comprehensive overview of the sales process – initiating discussions, making pitches, handling objections, closing deals, follow-ups, and goal setting. |
| d) | Top 10 Sales Secrets | The course teaches essential sales skills, including client understanding, product representation, lead cultivation, and relationship building. |
| e) | Overcoming Sales Objections | The course teaches participants to understand and address objections, identify real issues, apply effective strategies, and turn objections into sales opportunities. |
| f) | Presentation Skills | The course enhances presentation skills, including needs analysis, delivery methods, communication, and using tools like PowerPoint and multimedia. |

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| g) | Motivating Your Sales Team | The course focuses on creating a motivational environment, inspiring teams, identifying individual motivators, tailoring rewards, and implementing team incentives. |
| h) | Prospecting and Lead Generation | The course teaches essential skills for generating and identifying sales leads, managing the sales pipeline, educating customers, and refining sales strategies. |
| i) | Proposal Writing | The course covers proposal writing from drafting and outlining to proofreading and finalizing, with a focus on creating compelling and professional documents. |
| j) | Negotiation Skills | This course teaches participants essential negotiation concepts like BATNA and ZOPA, strategies for effective bargaining, reaching consensus, and managing difficult issues. |
| k) | Trade Show Staff Training | The course prepares staff to effectively represent their company by covering booth setup, engaging potential customers, and managing leads to maximize the event's success |

12) Business Administration and Management

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| a) | Business Acumen | This workshop enhances participants' business acumen, improving decision-making and financial literacy to positively impact the bottom line. |
| b) | Business Ethics | This course equips you to promote ethical behavior, make responsible decisions, and lead with integrity in the workplace. |
| c) | Business Etiquette | This course provides comprehensive guidance on professional etiquette, from making impactful introductions to mastering dress codes and dining manners. |

13) Professional Communication

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| a) | Public Speaking | The course will impart valuable public speaking skills, in-depth information on developing an engaging program & delivering your presentation. |
| b) | Body Language Basics | The course teaches interpreting body language, mastering basic skills, avoiding common mistakes, and understanding your own body language to enhance communication. |
| c) | Business Writing | The course equips participants with essential writing skills and business document knowledge, giving them a competitive edge in the modern business landscape. |
| d) | Collaborative Business Writing | The course enhances participants' collaborative writing skills, fostering teamwork and boosting confidence in creating effective business documents. |
| e) | Emotional Intelligence | The course enhances workplace success by developing emotional intelligence, helping participants improve self-awareness, self-regulation and empathy. |
| f) | Critical Thinking | The course develops skills for making informed decisions and solving problems effectively through critical thinking. |
| g) | Communication Strategies | The course covers essential communication skills, including types, barriers, non-verbal and paraverbal techniques, the STAR method, active listening, effective questioning, etc. |
| h) | Creating a Great Webinar | The course equips participants with the skills to define, format, prepare, and deliver successful webinars while avoiding common pitfalls and effectively engaging their audience. |

14) Customer Service and Conflict Resolution

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| a) | Call Center Training | The course enhances skills, reduces turnover, and boosts productivity, fostering a positive work environment and aligning with organizational goals. |
| b) | Contact Center Training | This course equips participants with essential skills and a structured process to effectively manage and resolve disputes, enhancing organizational harmony and productivity. |
| c) | Customer Service | The course develops skills for effectively serving diverse customers, handling challenges, and fostering repeat business through both in-person and phone interactions. |
| d) | Customer Support | The course explores modern support channels, teaching participants to leverage digital platforms to enhance the customer experience and capitalize on new opportunities. |
| e) | Telephone Etiquette | This course enhances communication skills, boosting professionalism and effectiveness in telephone interactions, crucial for career advancement in today's digital age. |
| f) | Creative Problem Solving | The course equips participants with a comprehensive process and practical tools to effectively tackle and resolve problems of any scale. |
| g) | Crisis Management | The course provides essential skills for identifying risks, assessing situations, and implementing effective responses to ensure company survival and profitability. |
| h) | Handling a Difficult Customer | The course teaches how to master modern customer support through digital channels, focusing on strategies and techniques for effective non-telephone interactions. |
| g) | Conflict Resolution | The course equips you with essential skills and a seven-step process for effectively managing and resolving conflicts. |

15) Human Resources and Employee Development

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| a) | Employee Motivation | The course boosts motivation through goal-setting, influence techniques, and top motivational models to create a customized program. |
| b) | Millenial Onboarding | The course focuses on creating effective onboarding processes tailored for Millennials, enhancing productivity and satisfaction and developing targeted action plans. |
| c) | Employee Onboarding | The course enhances productivity and retention with a structured onboarding process, ensuring new hires develop and thrive within the company. |
| d) | Employee Recognition | The course explores modern support channels, teaching participants to leverage digital platforms to enhance the customer experience and capitalize on new opportunities. |
| e) | Employee Recruitment | The course helps master proactive recruitment strategies to attract and hire the right talent, minimizing turnover and boosting business success. |
| f) | Job Search Skills | The course equips participants with the skills to confidently navigate the job search, from crafting resumes to acing interviews. |
| g) | Employee Termination Processes | The course teaches essential skills for handling employee terminations with professionalism and empathy, ensuring it's a last-resort decision. |
| h) | Managing Workplace Anxiety | The course equips participants with strategies to recognize and manage workplace anxiety, boosting confidence and performance in their professional environment. |
| i) | High Performance Teams (Remote Workforce) | The course equips participants with skills to manage and develop effective remote teams by focusing on teamwork, communication & training. |

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| j) | High Performance Teams (Inside the Company) | The course focuses on developing high-performance skills for office-based teams, emphasizing benefits, challenges, leadership & collaboration |
| k) | Talent Management | The course helps maximize workforce investment by developing skilled employees, reducing training costs, and boosting productivity and cost savings. |
| l) | Hiring Strategies | This course empowers managers with essential HR skills for handling interviewing, orientation, safety, and other key human resource situations. |
| m) | Human Resource Management | The course helps master proactive recruitment strategies to attract and hire the right talent, minimizing turnover and boosting business success. |
| n) | Conducting Annual Employee Reviews | The course teaches how to conduct effective annual employee reviews to enhance performance, engagement, and job satisfaction. |

16) Effective Leadership

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| a) | Entrepreneurship | The course helps turn business ideas into reality, covering business plans, competition analysis, and effective marketing strategies. |
| b) | Knowledge Management | The course helps implement effective knowledge management strategies to harness and utilize collective knowledge, tailored for any organization size and budget. |
| c) | Personal Branding | The course teaches how to master personal branding to shape and control your public image for a positive and impactful presence in the information age. |
| d) | Improving Mindfulness | The course teaches participants to stay present, manage emotions, counter distorted thinking, and enhance social interactions through mindfulness techniques. |

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| e) | Improving Self Awareness | The course enhances personal and professional fulfillment by deepening self-awareness and improving the handling of life's challenges. |
| f) | Meeting Management | The course covers meeting planning, agenda creation, space setup, technology integration, meeting roles, and handling disruptions and conflicts professionally. |
| g) | Event Planning | The course teaches participants to identify event types, plan and manage events, delegate tasks, and handle post-event activities. |
| h) | Leadership and Influence | The course covers key leadership theories, including Great Man and Trait Theory, Transformational Leadership, adapting leadership styles, and concepts like delegation. |
| i) | Goal Setting and Getting Things Done | The course teaches participants how to overcome procrastination, manage their time effectively, accomplish important tasks, self-motivate, and create SMART goals. |
| j) | Facilitation Skills | The course covers techniques for reaching consensus, managing group development stages, handling disruptions, and implementing interventions. |
| k) | Manager Management | The course equips participants with skills to lead and motivate teams, including onboarding managers, coaching, performance evaluation, handling complications, etc. |
| l) | Self Leadership | The course helps participants develop self-leadership skills, including self-motivation, goal-setting, rewarding successes, and maintaining a positive mindset. |
| m) | Networking (Within the Company) | The course explores internal networking, teaching participants how to apply principles and tools, build relationships, avoid mistakes, and manage time effectively. |
| n) | Networking (Outside the Company) | The course focuses on essential networking skills, including overcoming obstacles, applying principles, using online tools, prioritizing contacts, and managing networks effectively. |



Empower your team with Prompt Personnel's expert-led, flexible learning solutions

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