



DISCOVER YOUR TRUE POTENTIAL

MMM TRAINING SOLUTIONS

Executive Coaching | Leadership Training
Soft Skills Training | Outsourced Training Consultants



MMM-THE STORY

"You can't lead anyone else further than you have gone yourself."

- GENE MAUCH

MMM Training Solutions is an 'end-to-end' soft skills training organization started in April 2005, by Pramila Mathew.

Our services range from:

- Conducting Training Needs Analysis (TNA)
- Creating and conducting customized training programs
- Designing year-long training calendars and
- Conducting post-evaluation assessments to understand the effectiveness of the training

Our client list and feedback are testament to our quality, effectiveness and commitment.

The training programs of MMM Training Solutions encompass a wide range of skills that are an integral and necessary part of everyday business. From basic communication skills to strategic management to executive coaching, MMMTS offers a gamut of training programs in our quest to address every business training need.

OUR MOTTO

Discover Your True Potential

OUR VISION

To make MMM Training Solutions a dynamic, vibrant, value based learning organization comprising of exceptionally skilled, highly motivated & committed professionals who facilitate seamless transformation of our trainees towards performing in a space of excellence.

OUR MISSION

To provide training of exceptional quality through trainers who are constantly evolving to achieve their highest potential and are empowering others to do the same. This results in not only increased productivity but also enhanced personal effectiveness.

HOW DOES MMM SIGNIFICANTLY IMPROVE THE SKILLS OF YOUR TASKFORCE?

OUR STRATEGY FOR CONTENT DEVELOPMENT:

We co-work with you to identify the competency gaps in your workforce. We ensure that the content for each program is designed based on the objectives and desired results expressed by the key stakeholders. Scenarios of often-encountered situations are gathered from the client and role-plays and case studies are written by MMMTS in order to ensure smooth transfer of learning to the workplace.

We are stalwarts of the ideology that every group's training needs are different and that a 'One Solution Fits All' concept does not yield desired results. Therefore we strongly advocate the concept of **'Customized Training Programs'** that are tailor-made to suit the idiosyncratic needs and objectives of each unique audience to ensure a realistic transfer of learning to the workplace.

OUR TRAINING METHODOLOGY:

The three primary ways that human beings learn are:

- I. Auditory – Learning primarily through listening
- II. Visual – Learning primarily through seeing
- III. Kinesthetic – Learning primarily through experiencing it



Hence our training is designed to cater to all three types so that everyone in the audience can absorb the material in their own unique learning style. We use PowerPoint, movie clips and educational videos which help the visual learners; the trainers speak about this material and encourage group discussions which help the auditory learners; and role plays, business cases and exercises help the kinesthetic learners to experience the concepts that are presented. In order to facilitate the process of learning, we follow the Adult Learning Principles and ensure that 85% of our programs are experiential.

OUR TEAM:

Our trainers are a team of experienced professionals with strong educational backgrounds. This dynamic combination has greatly impacted the effectiveness of our training programs.

OUR SERVICES:

- Executive Coaching:
- Business Coaching
- Presentation Coaching
- Leadership Training
- Soft Skills Training Programs
- Outbound Training
- Outsourced Training Solutions
- Conducting Training Need Analysis
- Facilitating the creation/refinement of Mission and Vision Statements



OUR LEADER:

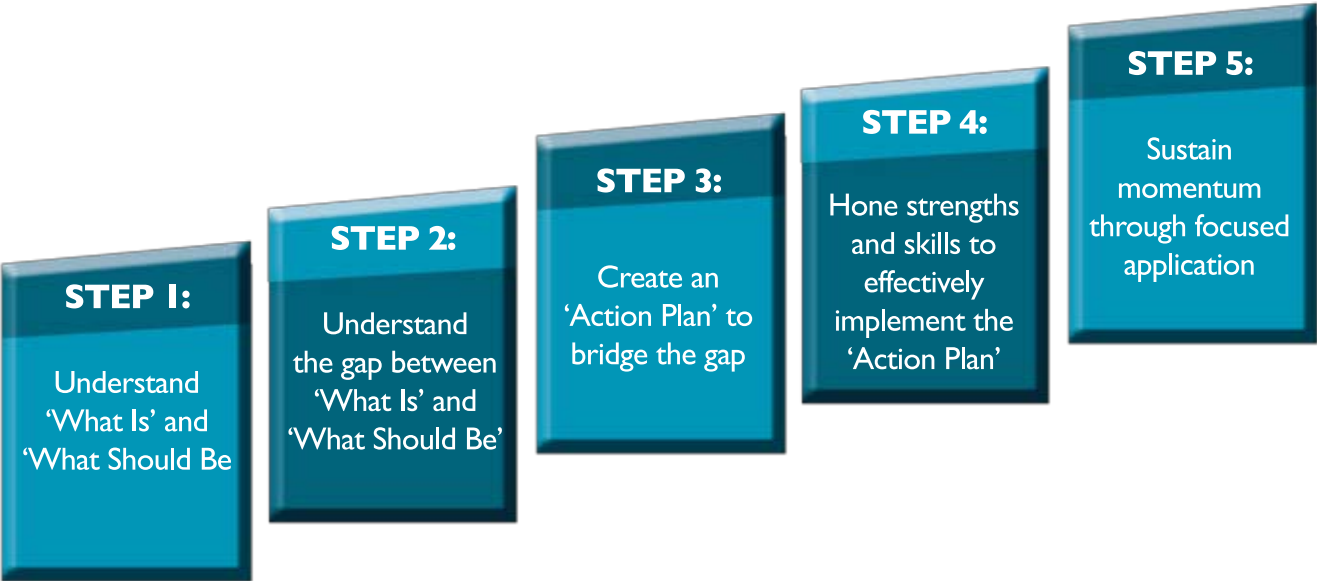
Pramila Mathew of MMM Training Solutions is a seasoned Executive Coach and Leadership Trainer. Pramila currently conducts senior management training programs and Executive Coaching for CEOs of various large corporations. She is a member of the external facilitator network of McKinsey and Company and conducts coaching and leadership workshops for its clients.

Pramila has completed extensive post-graduate education in Psychology, Heidelberg College, USA, with an emphasis in Organizational Development and Executive Leadership. Pramila has her MBA from Weatherhead School of Management of Case Western Reserve, Ohio, USA. She has over 20 years of work experience in Organizational Development, Change Management, Counseling Psychology, Training & Development and Executive Coaching. She has worked with consulting companies like Cap Gemini, Ernst & Young and Deloitte

Due to a neurological disorder, which began at the prime age of 26, Pramila was forced to use a wheelchair. Her life is an example of effectual change management, which is fuelled by purpose and a 'Never Say Die' attitude. Pramila started MMM Training Solutions in April 2005, from her bed, when she was given 3 months to live. Even though her body was weak, her mind was sharp. Through her spiritual journey she understood that one has the ability to create one's own destiny and today she has beat the odds. 7 years later she travels all over the world by herself in a wheelchair advocating to her trainees to live in the realm of possibilities. She coaches, trains and runs the company with gratitude for all the realizations that have come from her challenges. Our client list is a testament to the work that she has done.



EXECUTIVE COACHING



CORE VALUES OF LEADERSHIP:

'Core Values' is to leadership, as mortar is to bricks.



LEADERSHIP TRAINING

OVERVIEW:

Organizations depend upon capable leadership to guide them through unprecedented changes. Yet, there is ample evidence in the news and in recent research reports that even some of the best and most venerable organizations are failing to adapt to change, or prepare for a more uncertain future. Surveys of CEOs show that they believe the one factor that will determine their fate is the their leadership talent.

LEADERSHIP SKILLS:

Independent studies undertaken by the leading consulting and business houses has revealed the following top leadership qualities and skills that they look for in their leadership team going forward:



SKILL GAPS:

A parallel study has also revealed 5 major flaws that cause once successful managers to derail while moving towards senior leadership positions:



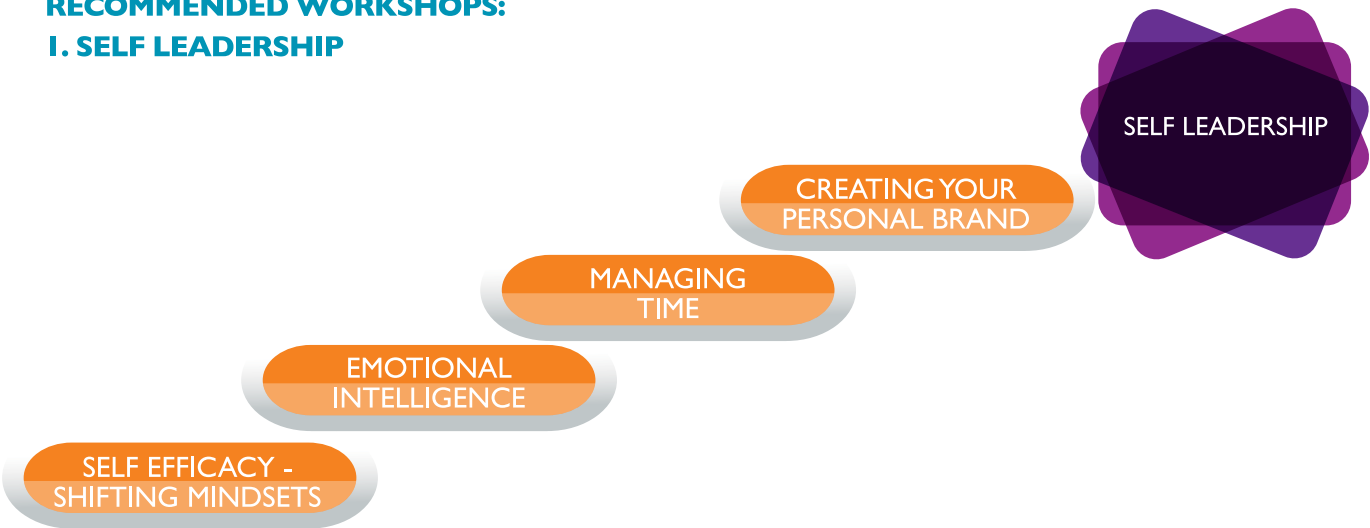
(Sources: Harvard Business Publishing, European Business Review and Knowledge@Wharton)

TRAINING TOPICS:

MMM Training Solutions recommends a Leadership Development Plan that not only supports the desirable Leadership Skills but also addresses the Skill Gap.

RECOMMENDED WORKSHOPS:

I. SELF LEADERSHIP



2. PEOPLE LEADERSHIP



3.BUSINESS LEADERSHIP



TRAINING METHODOLOGY:



SOFT-SKILLS TRAINING PROGRAMS

To stay competitive in today's environment, organizations must provide client-focused business solutions. Even for people who are providing IT solutions, the reality is that soft skills is still an integral part of the interaction with clients and teams. This fact has prompted MMM Training Solutions to enter into a wide array of Soft Skills training which makes it an end-to-end training solutions provider.

We have a team of experienced Soft Skills Trainers who approach training with both passion and knowledge.

FRONTLINE PROGRAMS:



MOTIVATION TRAINING	NEGOTIATION TRAINING	OUTBOUND TRAINING
PERSONAL GROOMING	PRESENTATION SKILLS	SELLING SKILLS
TEAM BUILDING	TIME MANAGEMENT	TRAIN THE TRAINER
ACCENT NEUTRALIZATION	ANALYTICAL SKILLS	ASSERTIVE COMMUNICATION
CLIENT INTERFACING SKILLS	CONFLICT RESOLUTION	CREATING YOUR PERSONAL BRAND
CRITICAL THINKING	DRIVING FOR RESULTS	EMAIL ETIQUETTE
CUSTOMER SERVICE	GENDER SENSITIVITY	GIVING & RECEIVING FEEDBACK
PROBLEM SOLVING	HOW TO WIN COOPERATION & INFLUENCE OTHERS	INTERPERSONAL SKILLS TRAINING
ENGLISH LANGUAGE TRAINING	PERSONALITY DEVELOPMENT	PERSONAL EFFECTIVENESS
POWER OF POSITIVE ATTITUDE	PROPOSAL WRITING	SOFT SKILLS TRAINING
STRESS MANAGEMENT	SUCCESS PRINCIPLES	TECHNICAL REPORT WRITING
TELEPHONE ETIQUETTE	BPO TRAINING	BUSINESS ETIQUETTE
BUSINESS WRITING	COMMUNICATION SKILLS	CROSS CULTURAL TRAINING

MIDDLE MANAGEMENT PROGRAMS:

LEADERSHIP TRAINING	COACHING & MENTORING	COMMUNICATION SKILLS
CREATIVE THINKING	CROSS CULTURAL TRAINING	CUSTOMER SERVICE
DELEGATION	EMOTIONAL INTELLIGENCE	CHANGE MANAGEMENT
MANAGERIAL TRAINING	MOTIVATION TRAINING	NEGOTIATION TRAINING
OUTBOUND TRAINING	PERFORMANCE DIALOGUES	PRESENTATION SKILLS
HIRING SKILLS	THE HIGHEST ME	SELLING SKILLS
TEAM BUILDING	TIME MANAGEMENT	TRAIN THE TRAINER
APPRECIATIVE INQUIRY	ASSERTIVE COMMUNICATION	BUILDING BUSINESS RELATIONSHIPS
CLIENT INTERFACING SKILLS	PERSONAL EMPOWERMENT	CONDUCTING EFFECTIVE MEETING
CONFLICT RESOLUTION	CREATING YOUR PERSONAL BRAND	CRITICAL THINKING
DRIVING FOR RESULTS	EMAIL ETIQUETTE TRAINING	FINANCE FOR NON FINANCE
FIRST TIME MANAGERS	GIVING & RECEIVING FEEDBACK	EXECUTION EXCELLENCE
HOW TO WIN COOPERATION & INFLUENCE OTHERS	PROBLEM SOLVING DECISION MAKING	CONDUCTING CRITICAL CONVERSATIONS
PERSONAL EFFECTIVENESS	POWER OF POSITIVE ATTITUDE	TIME LIFE MANAGEMENT
PROPOSAL WRITING	PUBLIC SPEAKING	SITUATIONAL LEADERSHIP
WITHSTANDING PRESSURE	TRANSACTIONAL ANALYSIS	THOUGHT LEADERSHIP



LEADERSHIP PROGRAMS:



CHANGE MANAGEMENT	COACHING & MENTORING	ADVANCED COMMUNICATION SKILLS
CREATIVE THINKING	CROSS CULTURAL SENSITIVITY	DELEGATION
EMOTIONAL INTELLIGENCE	LEADERSHIP TRAINING	MOTIVATION TRAINING
NEGOTIATION TRAINING	OUTBOUND TRAINING	PERFORMANCE DIALOGUES
ADVANCED PRESENTATION SKILLS	PROBLEM SOLVING & DECISION MAKING	ENHANCING SELF AWARENESS
SHIFTING MINDSETS	CREATING POWERFUL TEAMS	ADAPTIVE LEADERSHIP
APPRECIATIVE INQUIRY	BUILDING BUSINESS RELATIONSHIPS	CONDUCTING CRITICAL CONVERSATIONS
TIME LIFE MANAGEMENT	CONFLICT RESOLUTION TRAINING	CREATING CULTURE OF OWNERSHIP
TRANSACTIONAL ANALYSIS	DRIVING FOR RESULTS	GIVING & RECEIVING FEEDBACK
THE HIGHEST ME	WITHSTANDING PRESSURE	PERFORMANCE DIALOGUE WORKSHOP
POWER OF POSITIVE ATTITUDE	PUBLIC SPEAKING WORKSHOP	SITUATIONAL LEADERSHIP
CONDUCTING EFFECTIVE MEETINGS	HOW TO WIN COOPERATION & INFLUENCE OTHERS	THOUGHT LEADERSHIP TRAINING

OUTSOURCED TRAINING METHODOLOGY

*"Training is everything.
The peach was once a bitter almond;
cauliflower is nothing but cabbage
with a college education."*
- MARK TWAIN

OUR TRAINING MANAGEMENT PROCESS



OUR EXPERTISE:

For the last 8 years MMM Training Solutions (MMMTS) has been actively involved in the area of learning and development. We have served across industries and levels. Our entry into the space of an Outsourced Training Partner has evolved from our expertise in all areas starting from the needs analysis to the evaluation and continuous learning process. Our familiarity and confidence in this space gives us the ability to maintain the highest standards of quality to meet the objectives of our clients.

We manage training activities for a business unit or project of any scope. The areas of our involvement are:

- Handle both human and financial resources pertaining to all aspects of training listed below



ANALYSE

- Analyse the training needs
- Recommend training and strategies that will address these needs
- Putting in place efficient, personalized training and development courses (i.e. Competency-based approach)
- Developing and executing customized training programs or sourcing the best experts to do the same

COLLECT TRAINING NEEDS

We use various methodologies like interviews, questionnaires and performance evaluations to help us to get a comprehensive understanding of the training needs. This elaborative report helps us to make a thorough and detailed recommendation.

TALENT ENHANCEMENT PLAN

Our plan for talent enhancement will be developed based on three factors:

- 1 The goals and growth plans of the company
- 2 The competencies needed to support this growth
- 3 The financial allocations for this growth

ACTION PLAN

Once the Talent Enhancement Plan has been agreed upon, then an exhaustive plan of action which will dictate the roll out of the training



CREATE

- We ensure that the content for each program is designed based on the objectives and desired results expressed by the key stakeholders. Scenarios of often-encountered situations are gathered from the client and role-plays and case studies are handcrafted by MMMTS in order to ensure seamless transfer of learning to the workplace.
- In order to facilitate the process of learning, we follow the Adult Learning Principles and ensure that 85% of our programs are experiential. We use a combination of the methods listed below:

Role Plays | Group Discussions | Videos | Audio / Music Based Activities | Group Games | Power Point Aided Facilitation Questionnaires | Team Projects

IMPLEMENT

- Identify the right trainers. Bring in trainers who are Subject Matter Experts and have the relevant expertise
- Deliver the training
- Monitor the participant feedback and immediately ensure that the necessary changes are made in the training content and delivery
- Identify the locations where training is required and ensure that all the necessary logistics are in place before, during and after training

WHY CHOOSE MMM?

- Our team of accomplished trainers
- Our methodology which is learning based on experience
- Our ability to design and deliver training programs that are customized to address your specific business challenges
- Our client list is a testament to our undeniable impact

ENHANCE

- The pre-training and post-training assessments will clearly demonstrate the improvements that the participants have made.
- Some methodologies we use are:
 - Feedback and evaluation sheets to assess reaction to learning
 - Assessments, tests and simulations to assess retention of learning
 - 360 degree feedback and interviews with key stakeholders to assess change in behavior patterns and sustainability of learning
 - Questionnaires and interviews to assess impact of learning on results
- An Individual Development Plan (IDP) that will indicate the strengths and challenge areas for each participant will be designed at the end of the assessment stage.
- The Individual Development Plan will address the strategies for improvement as identified by the individual, the facilitator/coach and the key stakeholders.



TESTIMONIALS



"Amongst the many leadership gurus, advisors and consultants considered by Merit Group, MMM stood head and shoulders above their peers; MMM develops a deep and well rounded understanding of each and every manager before building and implementing programmes to develop and guide those individuals to fulfill their leadership potential."
- CORNELIUS, CEO, MERIT GROUP

"I recently attended your session on leadership at SBI Conclave in Mumbai. It was a lifetime experience, touched everybody's heart. You are a true leader - a source of never ending inspiration. Keep this spirit up. Please start writing a book which will benefit millions."

- NILESH, BRANCH MANAGER, SBI



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