

DO YOU WANT TO IMPROVE YOUR PERSONALITY?



Introducing

PERSONALITY DEVELOPMENT

Problem Solving Course

- Transform yourself into a confident individual
- Who can express effectively in any situation
- Learn ways to effectively communicate with employees, customers and investors
- Learn the top corporate etiquettes
- Learn to develop a winning mindset
- Learn How to build Leadership skills
- Focus on Increasing both EQ & IQ
- Learn how to Dress to Impress and carry yourself
- Learn the art of a Public Speaking

₹ 14,500 + GST

PERSONALITY DEVELOPMENT PROFESSOR

Ms. Samriti Grover

Head- Problem Solving Courses
Bada Business Pvt. Ltd.

Ms. Sakshi Mandwal

Anchor and Television Personality
Communication Skills Trainer

Bada Business
An Initiative By Dr. Vivek Bindra

IS YOUR LACKING GROWTH DUE TO INFERIOR COMMUNICATION SKILLS?



ENGLISH FOR BUSINESS

Introducing
ENGLISH FOR BUSINESS
Problem Solving Course

- Know the 100 most common business words to improve your business communication
- Learn top English for business words to improve your email writing skills
- Learn top English for business words to improve you contract writing
- Learn top English for business words to improve your marketing communication i.e. brochure
- Learn top English for business words that can help you win Business Negotiations
- Learn top English for business words that can help you crack job interviews
- Learn top English for business words to improve your presentation skills
- Learn top English for business words to improve your landing page
- Learn top English for business words to better engage your walk in customers
- Learn top English words to crack phone interviews
- Learn top English for business words to mention in a resume
- Learn top English for business words to be used during meeting/seminar

₹ 14,500 + GST



ENGLISH FOR BUSINESS PROFESSOR

Mr. Paritosh Sharma

Vice President-
Learning & Development,
Bada Business Pvt. Ltd.

Bada Business
An Initiative By Dr. Vivek Bindra

DO YOU WANT TO MANAGE YOUR TIME EFFECTIVELY TO INCREASE PRODUCTIVITY & PERFORMANCE?



Introducing
TIME MANAGEMENT
Problem Solving Course

- Learn about the importance of time management
- Learn how to maintain an activity log & work list in your daily routine
- Learn how to overcome distractions in your life
- Learn how to use different time management tools like 120-minute power formula, Pareto Principle, 52/17 system, etc.
- Learn how to do effective planning
- Know how to avoid Time Wasters
- Get a massive action plan to manage time effectively

₹ 12,500 + GST

TIME MANAGEMENT PROFESSOR

Ms. Pallavi Nagpal
Professor,
Bada Business

Mr. Snehal Singh
Certified Coach

Ms. Nidhi Sethi
Image Consultant &
Soft Skills Trainer

Ms. Vandana Chandel
Professor & Media Person

Ms. Parul Tohlani
Trainer, Time Management,
Skill Development,
Behavioural Programs

Bada Business
An Initiative By Dr. Vivek Bindra

THIS COURSE PROVIDES DIFFERENT STRATEGIES, TOOLS, AND TECHNIQUES TO EFFECTIVELY MANAGE TEAMS & ENHANCE TEAM PRODUCTIVITY.



Introducing
TEAM MANAGEMENT
Problem Solving Course

- Learn the different types of teams in a company/organisation
- Develop a collaborative culture in a company/organisation
- Importance of shifting the Bell Curve to the right
- Learn how to measure the performance and potential of employees
- Learn Employee Development & Training Programs and execution
- Various Tools to design high-performance teams
- Learn how to initiate team building activities
- Learn how to manage remote teams
- Understand the role and function of team leaders

₹ 14,500 + GST

TEAM MANAGEMENT PROFESSOR

Ms. Samriti
Grover

Mr. Sunil
Chopra

Mr. Tariq
Khan

Mr. Rajneesh
Singh

Ms. Parul
Tolani

**DO YOU WANT TO LEARN HOW TO MANAGE STRESS
TO GAIN PROFESSIONAL & PERSONAL SUCCESS?**



Introducing
STRESS MANAGEMENT
Problem Solving Course

- Learn the causes of stress and its impact on your life
- Learn how to control stress using different tools & techniques
- Learn scientific techniques such as Defusion technique, Laughter Therapy, Preventive Maintenance & Circle of Influence Approach
- Learn the mindful techniques to get rid of negative emotions/thoughts
- Learn how to adopt an Attitude of Gratitude in your life
- Learn to control your desire to manage stressful situations
- Learn how to manage time in order to manage stress

₹ 12,500 + GST

STRESS MANAGEMENT PROFESSOR

Ms. Samriti Grover
Head - Problem Solving
Courses,
Bada Business

**Dr. Komalpreet
Kaur**
Chairperson, Mind Design

**Mr. Ankit
Ravinder Jain**
Communication Expert

Mr. Lalit Khaneja
Wellness Expert for
Corporates

**Dr. Harish
Rawat**
Laughing Yoga Expert

**Dr. Harsha
Khandelwal**
Yoga & Wellness
Expert

Bada Business
An Initiative By Dr. Vivek Bindra

**DO YOU WANT TO INCREASE
YOUR PRODUCTIVITY USING GMAIL?**

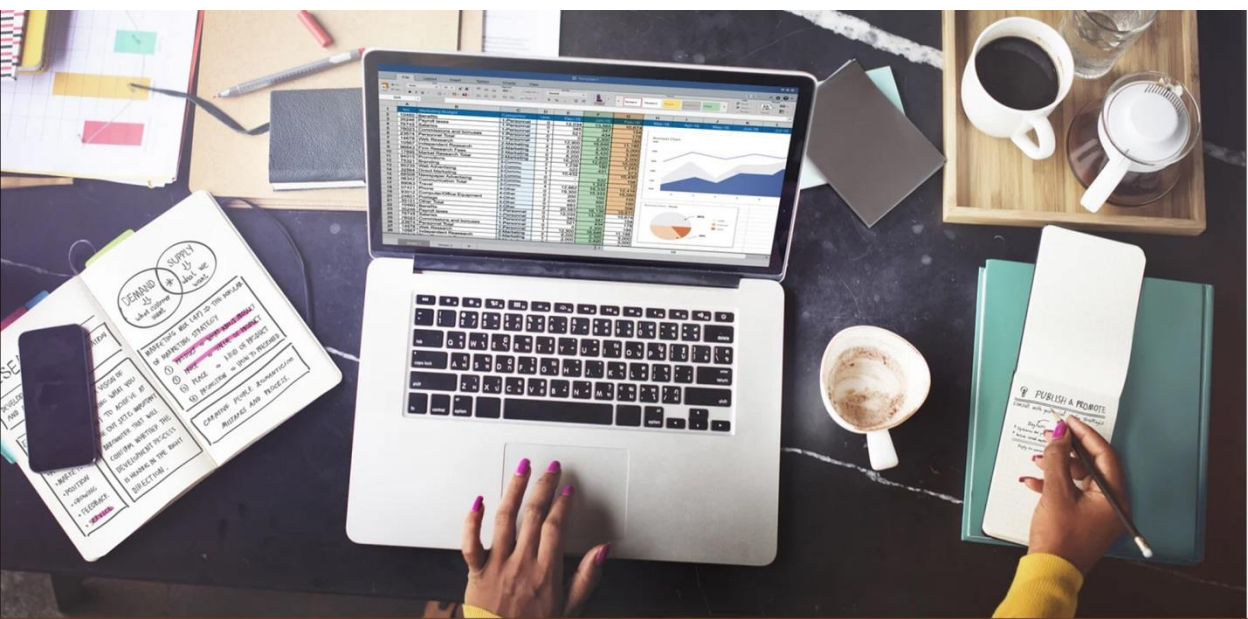


Introducing
G-MAIL BASICS
Problem Solving Course

- Learn how to create a Gmail account
- Learn the different e-mail formatting techniques
- Learn the art of follow-up on e-mails
- Learn how to use voice to type your emails
- Learn how to translate e-mails to regional languages
- Learn how to organise your e-mails
- Learn the different productivity hacks of Gmail

₹ 14,500 + GST

G-MAIL BASICS PROFESSOR
Mr. Sujit Bhattacharjee
Trainer, CEOITBOX



Introducing

HOW TO WRITE EFFECTIVE EMAILS

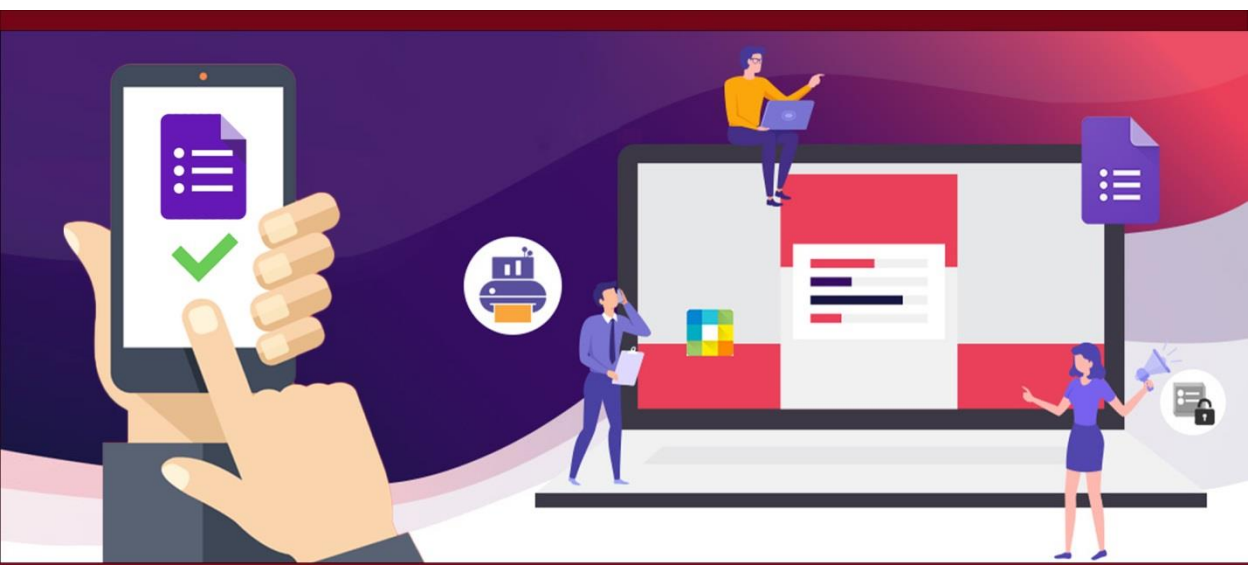
Problem Solving Course

- Basics of email writing
- Technicalities in the process of email writing
- How to design an effective opening and closing of an email?
- How to use email to take follow-ups from your customers?
- How to use emails to send requests?
- How to write a job application via email?
- How to write an email to vendors and suppliers?

₹ 12,500 + GST

HOW TO WRITE EFFECTIVE EMAILS PROFESSORS

Ms. Samriti Grover | Mr. Piyush Bhatia



Introducing **GOOGLE FORMS**

Problem Solving Course

- **Basic Settings of Google Forms**
- **How to add and validate questions in Google Forms**
- **Learn about various questioning formats**
- **How to rate questions in Google Forms**
- **How to send Google Forms**
- **How to collect data using Google Forms**
- **How to design quizzes**

₹10,000_{+GST}

GOOGLE FORMS PROFESSOR

Ms. Samriti Grover

Mr. Sujit Bhattacharjee



Google Sheets



Introducing
GOOGLE SHEET BASICS
Problem Solving Course

- Basic setting of a Google Sheet
- How to use formulas in a Google Sheet?
- How to format text and numbers in Google Sheet?
- Advanced features of Google Sheet
- Filter data in a Google Sheet?
- Sharing features of Google Sheet

₹10,000⁺GST

GOOGLE SHEET BASICS PROFESSORS
Ms. Samriti Grover | Mr. Sujit Bhattacharjee

THIS COURSE EXPLAINS HOW TO USE GOOGLE DRIVE EFFICIENTLY TO SECURE YOUR DATA,
COLLABORATE WITH TEAMS AND RUN YOUR BUSINESS SMOOTHLY.



Introducing
GOOGLE DRIVE
Problem Solving Course

- Learn the basics of Google Drive
- Learn how to create and share folders/files in Google Drive
- Understand the file management module
- Benefits of advance search in Google Drive
- Learn how to upload bulk files and folders
- And many more

₹10,500 + GST

PERSONALITY DEVELOPMENT PROFESSORS

Ms. Samriti Grover

Mr. Sujit Bhattacharjee

Bada Business
An Initiative By Dr. Vivek Bindra

This course is Designed to Explain & Practically Demonstrate How to Calculate, Organise, & Manage Data using Excel. The Course also Highlights the Application of Excel in Creating Professional Reports & Dashboards to Calculate Employees' Productivity.



Introducing
LEARNING EXCEL

Problem Solving Course

- Learn how to work on an Excel Worksheet
- Ways to Format Data in Excel
- Learn how to Customize Excel Worksheets
- Different formulas and short cuts in Excel to make Calculation Easier
- Learn how to Insert Tables, Charts, and Images in Excel for Presentation Purposes
- And many more

₹ 10,500 + GST

LEARNING EXCEL PROFESSOR

Ms. Samriti Grover

Mr. Raj Singh



Introducing
ADVANCE EXCEL
Problem Solving Course

- Learn how to use What-if, LOOKUP, INDEX, and various other Advance functions of Excel
- Learn how to use the Data validation function of Excel
- Learn how to make reports using Excel
- Learn how to use Pivot tables and charts in Excel
- Importance of Advanced filters of Excel
- Learn how to do Advanced Sorting
- Learn how to Import data in Excel

₹10,000 + GST

ADVANCE EXCEL PROFESSORS

Mr. Amit
Goyal

Mr. Navendu
Shukla

THIS COURSE PROVIDES VARIOUS TOOLS AND TECHNIQUES TO CREATE ATTRACTIVE AND SUCCESSFUL POWERPOINT PRESENTATIONS THAT WILL HELP YOU FOR LIFE

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



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Shape 243
Shape 242
Shape 241
Shape 240
Shape 238
Shape 236

Introducing

DESIGNING CREATIVE POWERPOINT PRESENTATIONS

Problem Solving Course

- Learn how to create & use templates in PPT
- Learn page setup and taking printouts
- Learn how to present a slideshow
- Uploading PowerPoint presentations on YouTube
- Insert slides and shapes in a presentation
- Learn how to create powerful content for a presentation
- Learn how to use pictures, videos, and SmartArt in a presentation
- Learn how to use animation in a presentation
- Learn how to merge and view multiple presentations
- And many more

₹10,500 + GST

DESIGNING CREATIVE POWERPOINT PRESENTATIONS PROFESSORS

Ms. Samriti Grover

Mr. Raj Singh

Bada Business

An Initiative By Dr. Vivek Bindra

DO YOU WANT YOUR DEVICES, DATA AND TRANSACTIONS TO BE SECURE AND SAFE?



Introducing
CYBER SECURITY
Problem Solving Course

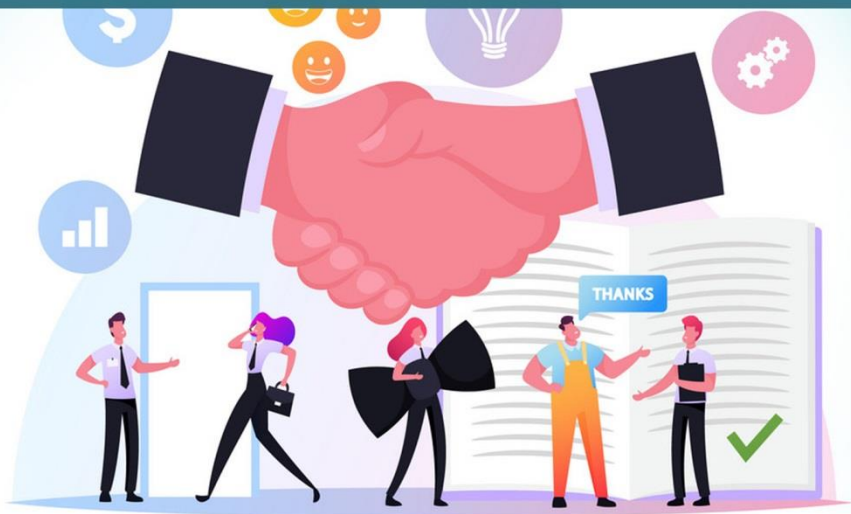
- Learn about the different types of cyber attacks
- Learn how to protect your digital identity and transactions
- Learn how to protect your office network from cyber attacks
- Learn about the various tools to protect your data and devices
- Learn about how to protect yourself from phishing
- Learn how to make your Gmail secure
- Learn how to make digital transactions secure
- And many more

₹ 14,500 + GST

CYBER SECURITY PROFESSOR

Mr. Sanjeev Jain,

Head- Problem Solving Courses,
Bada Business Pvt. Ltd.



Introducing
CORPORATE ETIQUETTES
Problem Solving Course

- Body language in a corporate environment
- Learn the art of introduction
- How to interact with colleagues?
- Meeting and phone etiquettes
- Formal writing etiquettes
- Interview etiquettes
- How to behave with female co-workers?
- Etiquettes for a team manager
- Dining & cafeteria etiquettes
- Gifting & social etiquette
- Customer service etiquette
- How to become a likeable personality?
- Benefits of inculcating correct etiquettes

₹ 12,500 + GST

CORPORATE ETIQUETTES PROFESSORS

Ms. Samriti
Grover

Ms. Pallavi
Nagpal

Ms. Urvashi
Anand

Mr. Navendu
Shukla

Bada Business

An Initiative By Dr. Vivek Bindra

Do you want to win clients and team members with your speaking skills?



Introducing
PUBLIC SPEAKING
Problem Solving Course

- Learn the techniques of stage Handling to drafting a speech
- Learn to get over the fear of speaking in public
- Learn ways to hold your audience and make them listen
- Learn how to effectively use body language and humour to impress your audience
- Learn to Monetize with public speaking
- Learn techniques to handle Impromptu & extempore Speeches

₹ 12,500 + GST

PUBLIC SPEAKING PROFESSOR

Ms, Samriti Grover
Head- Problem Solving
Courses,
Bada Business

Dr. Sneha Sharma
Public Speaking coach

Mr. Bhomick Sen
Author, TEDx Speaker

**Mr Ankit
Ravindra Jain**
Communications Expert

**Ms. Abha Maryada
Banerjee**
Leadership Author,
Motivational Coach &
International Speaker

Bada Business
An Initiative By Dr. Vivek Binda

DO YOU WANT TO INCREASE YOUR EMPLOYEES' PERFORMANCE & SATISFACTION?



Introducing
HUMAN RESOURCE
Problem Solving Course

- **Learn: To Hire right candidates for your company**
- **Learn Fundamentals to retain manpower**
- **Learn To create the right organization structure**
- **Learn to Increase employees' productivity**
- **Measure employees' performance**
- **Learn to prepare incentive plans to motivate your employees**
- **Plan your manpower to better utilize your resources**

₹ 12,500 + GST

HUMAN RESOURCE PROFESSOR

Ms. Samriti Grover

Head- Problem Solving Courses,
Bada Business Pvt. Ltd.

Mr. Ankit Jain

Director, Wone Management Systems
Experienced HR Consultant

DO YOU WANT TO START A STARTUP?



Introducing

HOW TO START A STARTUP?

Problem Solving Course

- Steps to build on your startup idea
- Learn to manage investor relations
- Know fundamentals behind fund raising Learn how to hire your team
- Know about ESOPs and how to use them to hire great talent
- Learn ways to market your products in the case of low budget
- Avoid mistakes that leads to startup failure

₹ 19,500 + GST

HOW TO START A STARTUP? PROFESSOR

Mr. Sanjay Kathuria

Director Strategy-
Bada Business Pvt. Ltd.

Mr. Paritosh Sharma

Vice President-
Learning & Development,
Bada Business Pvt. Ltd.

Ms. Samriti Grover

Head- Problem Solving Courses
Bada Business Pvt. Ltd.

Bada Business
An Initiative By Dr. Vivek Bindra

DO YOU LACK CONFIDENCE ABOUT YOUR CAREER OPTIONS?



Introducing **POCKET MONEY TO PROFESSIONAL SALARY** Problem Solving Course

- Learn the top 21 skillsets required to build your Intrapreneur, corporate employee or entrepreneur journey
- Know how top companies hire?
- Know how to identify your strengths?
- Know how to prepare for entrance exam
- Know how to prepare and crack interviews
- Know how to find the right job

₹19,000 + GST



POCKET MONEY TO PROFESSIONAL SALARY PROFESSOR

Mr. Paritosh Sharma

Vice President-
Learning & Development,
Bada Business Pvt. Ltd.



Introducing

INVENTORY MANAGEMENT SYSTEM

Problem Solving Course

- How to set-up a Google Sheet for inventory management?
- How to locate the IMS (Inventory Management System) Sheet?
- How to share IMS Sheet with employees?
- Creating product master & other masters
- Making daily ledger entries
- How to do dispatch planning?
- Making dispatch challans
- Understanding the dashboard
- Protecting IMS Sheet from unwanted changes

₹ 14,500 + GST

INVENTORY MANAGEMENT SYSTEM PROFESSOR

Mr. Sanjeev Jain

Bada Business
An Initiative By Dr. Vivek Bindra

Do you want to plan and achieve your short, medium and long term financial goals?



Introducing
GOAL-BASED FINANCIAL PLANNING
Problem Solving Course

- Learn to set your financial goals according to your age.
- Learn to plan your investments in different financial instruments like Debt, Equity, Currency & Gold.
- Learn to reduce risk via risk diversification
- Learn to plan a post-retirement investment.

₹ 12,500 + GST

GOAL-BASED FINANCIAL PLANNING PROFESSOR

Mr. Sanjay Kathuria

Director Strategy-
Bada Business Pvt. Ltd.

CA Pankaj Chhabra

Technical Analyst &
Professional Trainer

Ms. Pallavi Nagpal

Professor,
Bada Business