



# Skyways Air Services (P) Ltd

Add: 128 & 129-A, Mahipalpur Extension, Rd Number 4, N.H.8, New Delhi, Delhi 110037

Ref. No.: SASPL/ 2023/23 |

Date: 24/01/2023

Dr. Kshama Sharma  
K.R. Mangalam University  
Gurugram Sohna Road  
Haryana

**Subject: Award letter for Consultancy project on "Behaviour & Soft Skills - Training".**

Dear Dr. Kshama,

We are pleased to inform you that your consultancy proposal on "Behaviour & Soft Skills - Training" at our organization is accepted. After careful consideration of various proposals, we believe that your training module is best suited for our employees. We have agreed to pay a consultancy fee of Rs. 2,00,000/- to K.R. Mangalam University for the services rendered under this consultancy project.

We look forward to a successful collaboration and the positive impact of the training program on our organization.

Regards,

**For Skyways Air Services (P) Ltd.**

**Authorised Signatory**

Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)

# Consultancy Project Proposal

## Behavior & Soft Skills-Training

### Project Overview:

We propose a consultancy project focused on behavior and soft skills training aimed at enhancing employee performance, interpersonal relationships, and organizational effectiveness. This project seeks to cultivate a positive work culture, improve communication, and develop essential soft skills necessary for professional growth and success. Our team brings expertise in behavioral psychology, human resource development, and organizational dynamics to deliver impactful training solutions tailored to your organization's needs.

### Scope of Work:

#### ➤ Needs Assessment:

Conduct surveys, focus groups, and interviews to identify key areas for improvement in employee behavior and soft skills.

Analyze existing performance data, employee feedback, and organizational goals to pinpoint specific challenges and opportunities.

#### ➤ Curriculum Development:

Design customized training modules focusing on essential soft skills such as communication, teamwork, problem-solving, time management, and emotional intelligence.

Develop interactive and engaging content that addresses the unique needs and challenges of your organization's workforce.

#### ➤ Training Delivery:

Conduct on-site and virtual training sessions tailored to different levels of employees, from frontline staff to managers and executives.

Utilize a variety of training methods, including workshops, role-plays, case studies, and experiential learning activities.

Provide practical tools, techniques, and strategies that participants can apply immediately in their day-to-day work.

#### ➤ Coaching and Support:

Offer individual coaching sessions and group discussions to reinforce learning and provide personalized support.

Facilitate peer-to-peer learning and mentoring programs to encourage knowledge sharing and collaboration among employees.

Provide ongoing guidance and resources to sustain behavioral changes and skill development over time.

➤ **Evaluation and Feedback:**

Establish clear performance indicators to measure the impact of the training program on employee behavior, job satisfaction, and organizational outcomes.

Conduct regular assessments, surveys, and feedback sessions to monitor progress and identify areas for further improvement.

Analyze feedback data to refine training strategies and ensure alignment with organizational goals and objectives.

➤ **Documentation and Reporting:**

Document all training materials, resources, and session outcomes for future reference and continuous improvement.

Prepare comprehensive reports summarizing project activities, achievements, and recommendations for future initiatives.

Share best practices and success stories to inspire and motivate employees to embrace positive behavioral changes.

**Project Timeline:**

The consultancy project is anticipated to be completed within a timeframe of 4 months, with key milestones and deliverables as follows:

**Month 1: Needs assessment and curriculum development.**

**Months 2-3: Training delivery and coaching support.**

**Month 4: Evaluation, documentation, and reporting.**

**Budget:**

The proposed budget for this consultancy project is 2 lakhs, inclusive of expenses related to needs assessment, curriculum development, training delivery, coaching and support, evaluation, documentation, and reporting.

**Conclusion:**

By investing in behavior and skills training, organizations can foster a more productive, cohesive, and resilient workforce capable of meeting the challenges of today's dynamic business environment. Our consultancy team is committed to delivering customized training solutions that empower your employees to excel personally and professionally.

Thank you for considering our proposal. We look forward to the opportunity to collaborate and make a positive impact on your organization's culture and performance.

**Trainer and Coordinator:**

Dr. Kshama Sharma

Associate Professor

School of Management and Commerce

K.R. Mangalam University

Gurugram



Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)



**K.R. MANGALAM UNIVERSITY**  
THE COMPLETE WORLD OF EDUCATION

To

Finance Manager/ HR Manager  
M/s Skyways Air Services Pvt. Ltd.  
A-128 & 129, Mahipalpur Extension  
N.H.8, Next to Hotel Ramhan  
New Delhi - 110037

Invoice No. : 02/Feb/2022-23

Invoice Date : 07/02/2023

**Invoice for Corporate Training**

Particulars	Amount (Rs.)
Invoice for services rendered in relation to the corporate training titled "Behaviour & Soft Skills - Training"	2,00,000
<b>Net Amount Payable</b>	<b>2,00,000</b>


(Rupees Two Lakh Only)

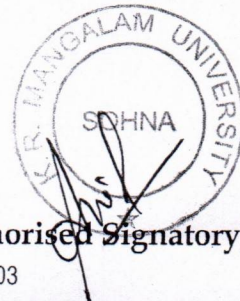
Please make the payment of the invoice by NEFT/RTGS/IMPS as per Bank Detail:

Beneficiary Name : K.R. Mangalam University  
Account No. : 091101000622  
IFSC CODE : ICIC0000911  
Bank : ICICI Bank Ltd.  
Branch : Sohna Bus Stand, Gurgaon

PAN : AAJCS3143G

For K. R. Mangalam University

  
Registrar  
K.R. Mangalam University  
Sohna Road, Gurugram, (Haryana)



(Authorised Signatory)

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