

# helikx®



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Dear Readers,

Greetings.

I would like to thank you all for the patronage of "Aadhar" which is keep on increasing day by day. Many readers have joined from Corporate during this period and we have planned to add up pages focusing on Corporate readers in this issue onwards. This will make a new blend to 'Aadhar'.

We like "blend" in our day to day life from coffee to cement as it add more values and keep the purpose alive with new dimension. Blended coffee adds new fragrance, strong while

blended cement adds workability of concrete and blended fabric adds texture. Likewise human potentials have also been blended with various attributes which is challenging to deal with and we started to hate the blend and wishing to have like minded people as we expect. When it comes to human, we differ. Why? Let us understand and feel the fragrance of "blend" which alone keep the life live and interesting.

Though the colleges have engaged with the Semester exams, the month of November got engaged with School training and few Corporate training for Helikx. I appreciate the efforts taken by the Management and the Principal of Kongu National Matric Hr. Sec. School for the success of Students Motivation and Development Training Programme for the 10th and +2 students. I also thank the Principal and Placement Officer of

IRTT, Erode for imparting Psychological Training for the first year engineering students. Gudos to Operations team of Training Vertical and our Associate Trainers who created a positive impact in the young minds to fetch the desired result. We have also added our clientele on Corporate side with VIP Housing & Properties and ESAF Microfinance recently and few more to add up in coming month.

For any organization, new bloods adds energy and hope while experience adds strength. I am happy to share that Helikx also has injected new bloods with new hope to take up the organization to the next level in the forthcoming year.

Wish you all Season Greetings and Happy New Year 2015.

G. Kumaraguru,  
Director, Helikx

## In this Issue



### Overcoming Stage Fright

A healthy fear of public speaking is common. Mark Twain famously joked that there are only two types of public speakers: the nervous and the liars. Around 3 out of 4 people will admit to being nervous speaking in front of a crowd.



### Power of Self Reflection

To find yourself, lost and without purpose, wondering how you ended up where you are, is a scary thought. If you are not careful, not mindfully aware of where you are going, you could end up somewhere far from where you want to be.

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A healthy fear of public speaking is common. Mark Twain famously joked that there are only two types of public speakers: the nervous and the liars. Around 3 out of 4 people will admit to being nervous speaking in front of a crowd. When you're nervous you feel like the whole world can see right through you. The fact is that your fear of public speaking may not be as noticeable as you think. Instead of focusing on your fear focus on delivering a good talk or presentation. In the process your fear will diminish. These techniques will help you to turn your fear into an advantage. You may even learn to enjoy a few butterflies in your stomach.

## 1. Learn To Enjoy Adrenaline

Shift your thinking from risk-avoidance to risk-taking. It's the only solid way to overcome fear. When you're in front of

a crowd you can focus on avoiding bad outcomes such as falling on your face. Alternatively, you can enjoy the adrenaline rush of risk.

A fear response is a physical thing that boosts your mental alertness. Instead of dreading your fear response, learn to use it to your advantage. If you're more fearful than anyone else in the room you're also sharper.

## 2. What Would John F. Kennedy do?

Cultivate an interest in the art of public speaking. Watch some of the greatest speeches in history. Watch any accomplished public speaker and study their technique. Concentrate on improving your abilities. When you're focused on the task at hand your fears fall into the background.

## 3. Prepare & Practice

Fearful public speakers often outperform fearless speakers because they're

more motivated to prepare. Prepare and practice with the goal of improving your delivery and message.

## 4. Avoid Memorization and Static Approaches

A speech or presentation is dynamic. Keep your preparations high level and improvise a little each time you practice. Memorization makes it difficult to recover from errors or interact with your audience. It also tends to make you sound like a robot.

## 5. Practice Recoveries

One of the reasons people are nervous speaking in front of a crowd is that they fear making embarrassing mistakes. The first step to getting over these feelings is to expect mistakes instead of fearing them. Prepare for them. Your talk may not go as planned. You might make mistakes or things might get off track. When you slip up in practice keep going. Develop techniques to recover from challenges. If you mispronounce a word, make a joke. If you skip something, go back. Learn to take your time. Calmly recover from challenges. Many accomplished public speakers use mistakes as a opportunity to let their personality shine through.

## 6. Breathe

Develop simple calming techniques such as slow, controlled, deep breathing. In the minutes leading up to your talk, clear your mind and relax. Last minute cramming just makes you more

## *Continuation from Page 2...*

nervous. Remember that fear usually peaks in anticipation of public speaking and declines the second you start talking.

### **7. Let Your Passion Drive You**

Speak about topics that you're passionate about. Because when you are speaking about your passion you are more sophisticated and nothing can interrupt your speech. If your topic is related to your passion your thinking level goes beyond the expectation. Then it will lead to discussion and session becomes more Interactive and Sophisticated. Let your excitement for communicating worthy ideas carry you through.

### **8. Be Yourself**

Be Yourself. People feel that they need to take on a new persona when they speak in front of a crowd. This isn't necessary. When you try to imitate a personality or someone else you are losing your own identity. If you don't have your own style then you may struggle at some point of time, which is not good for any speech. When you have your own style it is easy to grab the attention

of the audience which is more important for any speaker.

Just be yourself. That being said, if it helps you to imagine that you're James Bond when you're in front of an audience go for it. Just don't take things too far. Otherwise, people might wonder why you develop a poorly intimidated accent when you speak.

### **9. Imagine You're Speaking To An Old Friend**

Be aware of your audience. Look at them. However, it doesn't hurt to imagine that you're speaking to an old friend rather than a large crowd. Because the mood of the audience of the audience will help you to take decision of what type of approach that you are going to set for the delivery of the speech. If you wrongly judge the mood of the audience then it will lead to poor delivery of speech. So take it in a casual manner and imagine that you are speaking to your old friend.

### **10. Enjoy the Silence**

Take Your Time. There's no need to rush through your talk. People are there to listen to you, you're not wast-

ing their time. Speak at a normal pace. You can even speak slower than your normal pace if you feel it will help get your message across. Learn to be comfortable with moments of silence. Use pauses to build suspense or emphasize a point.

### **11. Stick To Your Strengths**

Humor is an effective public speaking technique. However, if you're terrible at delivering jokes it's ok to skip it. Focus on your strengths. Maybe your good with people. Maybe you're knowledgeable. Maybe you're a good storyteller. Whatever your strengths may be use them.

### **12. Speak in Public As Often As Possible**

The best way to overcome any fear is to face it. Get in front of an audience at any opportunity. Consider public speaking training. Keep on practicing is the best way to overcome stage fear. When you keep on presenting speech in front of mass it will build your confidence level. No one can give a effective presentation or speech at time. Everyone need time and opportunities to expose their own talent and skills.



**One Day training program for Sales Development Managers of VIP Best City Promoters @ Sanu International, Namakkal**





To find yourself, lost and without purpose, wondering how you ended up where you are, is a scary thought. If you are not careful, not mindfully aware of where you are going, you could end up somewhere far from where you want to be. These are 10 helpful questions that we each ought to ask ourselves on a frequent basis. The power of self-reflection can serve to keep you in check, to keep you focused on self-improvement and ensure that you are as fulfilled as possible.

### **1. Am I using my time wisely?**

“Time flies over us, but leaves its shadow behind.” - Nathaniel Hawthorne

We all know time is precious. Our goal ought to be to use it in a way that isn't counter-productive. For example, taking time to unwind and do nothing productive in particular could be beneficial for the mind and body. Finding yourself stuck in a job that offers a stable pay

but fails to challenge you, make use of your skills, or provide some sense of value could be considered a substantial waste of time. Most of it is perception. The best way to evaluate this is to imagine yourself five or 10 years from now, looking back to where you are now, this could help you see what aspects in your life may be a waste of your time.

### **2. Am I taking anything for granted?**

“Reflect upon your present blessings, of which every man has plenty; not on your last misfortunes, of which all men have some.” - Charles Dickens

There are countless blessings around each of us. Even at our lowest lows we may have the support of family or friends, a roof over our head or skills that we ought to take pride in. We're naturally forward-looking, which may blind us to our present circumstances. We ought to take a moment every now

and again to look at what we have around us and be grateful.

### **3. Am I employing a healthy perspective?**

“Perspective is as simple as answering this question: If I had five months to live would I experience this problem differently?” - Shannon Alder

Whether or not we're happy, doing what's right, or if we are successful is all about perspective. We may have the world at our fingertips yet find ourselves utterly empty. We can grow to hate our jobs simply because of one co-worker whom we cannot agree with, or be devastated over a dissolving relationship that had been detrimental to our well-being in the first place. Sometimes we're so zoomed in on various issues that, when we step back or hear an outside perspective, we can view the issue in a completely different light. Try to adopt new perspectives when possible; a glass-half-full approach can mean a world of difference in regards to certain matters.

### **4. Am I living true to myself?**

“A lot of the conflict you have in your life exists simply because you're not living in alignment; you're not being true to yourself.” - Steve Maraboli

This may take years to fully discover, with many mistakes along the way, but it doesn't mean we shouldn't try. It's vital to figure out whether or not we're deceiving ourselves, leading a life that

actions and circumstances every now and again, we can let things spiral away –like the corrupt politician or steroid-dependent athlete. Figure out what you’re doing and why you’re doing it. If you’re doing something that will cause you regret down the road, work yourself away from it.

## **5. Am I waking up in the morning ready to take on the day?**

Or are you waking up with a sense of hopelessness? The first thought of the day is a massive indicator of your general level of happiness. We all have days that we don’t look forward to, but if you find yourself not wanting to get out of bed day after day, and if you know why that is, it’s time to take action.

## **6. Am I thinking negative thoughts before I fall asleep?**

“Insomniacs know that there is something about the night. A darkness, an energy, a mystery that shrouds things. It hides things at the same time as it illuminates them. It is this thing that allows us to examine our thoughts in a way that we can’t during the day. It is this thing that brings truth and clarity.” - Courtney Cole

When we finally lay down to sleep is when we unplug from everything and finally achieve a measure of clarity, clarity that prompts reflection. Your last thoughts before falling asleep reveal a lot about what’s going on in your life. If they’re consistently negative, try

to identify a pattern of what may be causing them and then seek to address the stressors.

## **7. Am I putting enough effort into my relationships?**

“Indifference and neglect often do much more damage than outright dislike.” - J.K. Rowling

Over time, we can begin to take our relationships for granted. Flames die out, naturally, and novelty wears off. In consequence, this requires constant effort to allow the relationships to grow. Moving away from family, for instance, requires lots of effort to stay connected and stay close. If you don’t want to find yourself losing various individuals in your life, make sure that you’re dedicated towards maintaining your relationships.

## **7. Am I taking care of myself ?**

“To keep the body in good health is a duty...otherwise we shall not be able to keep our mind strong and clear.” - Buddha. We have everything working against us as we get older—more work hours to put in, a family to take care off, decreased energy levels and a slowed metabolism, just to name a few. Our physical well-being can, in turn, be put on the back burner if we’re not aware. Keep an idea of where you want to be physically in the next few years and don’t let that image slip away from you.

## **8. Am I letting matters that are out of my control stress me out?**

“The reason many people in our society are miserable, sick, and highly stressed is because of an unhealthy attachment to things they have no control over.” - Steve Maraboli

The biggest waste of effort we can make is to stress out about things that are outside of our realm of control. A completely unnecessary but inevitably common phenomenon that can ruin our days, our health, and our mental well-being. Make sure to continuously identify your stress factors and work towards eliminating any worries about things that you can’t control.

## **9. Am I achieving the goals that I’ve set for myself?**

This question is necessary to consider on a frequent basis. We all have a general vision of where we want to be in five or 10 years, but it’s a very obscure glimpse based around general accomplishments. PsychologyToday.com reports: “In life, people have many goals (e.g. exercise more, be a better spouse, save more money). However, goals often go unrealized because people lack self-awareness...Thus, to improve our chances of reaching our goals, we must remain aware of our current behavior.” It’s helpful to examine the visions of our future selves in close detail and break down everything that must be done in order to achieve them. Don’t solely focus on the where and what—account for the how.



### About me

I am Nivetha Iyyappan from Erode. I am doing my MBA final year in KSR College of Technology. We people

have to undergo main project in our final semester( i.e. 4th semester) .The Project period starts from December 2014 to May 2014.It is nearly up to 6 months.

### Why Helikx?

As I am girl very much interested in Human Resource (Training), I have decided to do my project in training. So I was searching for a good platform to do my project. Fortunately,

Our department has brought Helikx Team to us for the purpose of giving training. I got inspired by their speech and I was really got excited. I can say that they people have ignited something to me to do the thing. Though, Helikx Team is providing training to various college students and corporate employees in different dimensions, finally I have decided to do my project in Helikx. I have approached the Helikx Team. They have encouraged me well to do this project and promised to contributed a lot .

### Project Title

Training is actually a continuous learning process. The Interesting area in training is Game based Learning, professionally call it as **Management Games**. So I have decided to

do a project in the area of management games. Project Title "**Impact of Management Games in Training**". This Management Games is playing a very major role especially for students. Nowadays Students they are very much likely to learn in Gaming way, so that it will be easy for them to understand. So In this Project, I wanted to know the impact of management games among college students or employees. I am very much eager in knowing about how this games are playing a super role in learning and in behavior. So for that I have planning for further to do this project in a effective way and to complete successfully.

This is the core reason for selecting Helikx to do a project. Thanks to Helikx.

**-Nivetha Iyyappan Intern Helikx**



1 day Motivational Program for +2 Students of Gugai Higher Secondary School conducted by Mr. G.Kumaraguru and Ms. Sunitha Jenifer, Salem organized by Annapoorana Engineering College, Salem





## Effective Leadership principles:

- \* To begin from the possible
- \* To see advantage in disadvantage
- \* To change the place of action
- \* To make a friend out of an enemy
- \* To turn minus into plus
- \* The power of peace is stronger than the power of violence
- \* Not to be a dichotomous thinker
- \* To bring the battle in one's own favorable field
- \* Gradualism instead of radicalism
- \* To be pragmatic in controversial matters

## Qualities of Effective leadership:

1. A leader should be realistic; his messages and demands should not be in contradiction with the realities of life. He should consider the conditions surrounding him and his society as they actually are. He should be aware of the

advantages and disadvantages he has.

2. A leader should be convinced of the truth of the message he conveys to people. He should never falter in his convictions and be resolute in conveying his message without renunciation.
3. A leader should be courageous in nature. Even left alone to himself, he should find in himself as much courage as to resist all the difficulties he might encounter.
4. A leader should have a strong will-power and resolve and never fall into hopelessness.
5. A leader should be aware of his responsibility and nothing should be able to prevent him from fulfilling it. Especially the charms of the world and attractions of life should not be able to intervene between him and his responsibility.
6. A leader should be far-sighted and have determined his goal well. He should

have the mental capacity to discern the developments he might encounter in the future. He should also be able to evaluate the past, the present and the future together and reach new syntheses. A leader who frequently changes opinions causes rifts and disagreements among his society.

7. A leader should know the members of his society individually. He should have discovered each of them with their dispositions, character, abilities, shortcomings, ambitions and weak points. This will enable him particularly to make the best choice in his appointments to important offices.
8. A leader should have a strong character and be equipped with praiseworthy virtues. He should be determined in carrying out his decisions but capable of flexibility; he should know when to be unyielding and implacable; when to be relenting and compassionate.

As well as understanding the frameworks that you can use to be a more effective leader, and knowing what it takes to be a transformational leader, it's also useful to learn about more general styles, and the advantages and disadvantages of each one.

Let's take a look at some other styles of leadership that are interesting, but don't fit with any of the frameworks above.

### **Transactional Leadership:**

This style starts with the idea that team members agree to obey their leader when they accept a job. The "transaction" usually involves the organization paying team members in return for their effort and compliance on a short-term task. The leader has a right to "punish" team members if their work doesn't meet an appropriate standard.

Transactional leadership is present in many business leadership situations, and it does offer some benefits. For example, it clarifies everyone's roles and responsibilities. And, because transactional leadership judges team members on performance, people who are ambitious or who are motivated by external rewards – including compensation – often thrive.

The downside of this style is that, on its own, it can be chilling and amoral, and it can lead to high staff turnover. It also has serious limitations for knowledge-based or creative work.

As a result, team members can often do little to improve their job satisfaction.

### **Servant Leadership:**

A "servant leader" is someone, regardless of level, who leads simply by meeting the needs of the team. The term sometimes

describes a person without formal recognition as a leader.

These people often lead by example. They have high integrity and lead with generosity. Their approach can create a positive corporate culture, and it can lead to high morale among team members.

Supporters of the servant leadership model suggest that it's a good way to move ahead in a world where values are increasingly important, and where servant leaders can achieve power because of their values, ideals, and ethics .

However, others believe that people who practice servant leadership can find themselves "left behind" by other leaders, particularly in competitive situations.

This style also takes time to apply correctly: it's ill-suited to situations where you have to make quick decisions or meet tight deadlines.

### **Charismatic Leadership:**

Charismatic leadership resembles transformational leadership: both types of leaders inspire and motivate their team members.

The difference lies in their intent. Transformational leaders want to transform their teams and organizations, while leaders who rely on charisma often focus on themselves and their own ambitions, and they may not want to change anything.

Charismatic leaders might believe that they can do no wrong, even when others warn them about the path that they're on. This feeling of invincibility can severely damage a team or an organization

### **Bureaucratic Leadership:**

Bureaucratic leaders follow rules rigorous-

ly, and ensure that their people follow procedures precisely.

This is appropriate for work involving serious safety risks (such as working with machinery, with toxic substances, or at dangerous heights), or with large sums of money. Bureaucratic leadership is also useful for managing employees who perform routine tasks.

This style is much less effective in teams and organizations that rely on flexibility, creativity, or innovation.

**- Mohammed Hussain, Facilitator, Helixx**

## Upcoming Programs:

1. Two days Outbound training for MBA Students of PSG Arts and Science College, Coimbatore.
2. BRIDGE Program for First year students of Excel Engineering College, Salem
3. Life Skills Program for Ninth Standard Students of Karur organized by Rotary Angels of Karur.
4. Outbound Training for Staff's of KKP Mills Namakkal at Yercaud.