

UNFOLDTM

Shaping
Leaders
for a
Better
Tomorrow



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Message from

Preea V Mane

Founder & CEO

Bestselling Author of
“Essentials for
STRATEGY & LEADERSHIP”

Crafting Success Through Strategic Direction And Empowering Leadership

At UNFOLD, we believe growth is intentional. Whether you're stepping into your first leadership role or preparing to elevate your organization, this training vertical is designed to activate your highest potential.

My own journey from corporate boardrooms to building purpose-led enterprises taught me one key lesson: True transformation begins with knowledge, courage, and clarity.

This program isn't just about skill-building—it's about mindset-shifting. It's about leading with strategy, integrity, and vision.

If you're ready to rise with intention and drive meaningful impact—welcome to your leadership evolution.

With purpose and progress,

Preea V Mane

At **UNFOLD**, we look forward to offering solutions that unlock the full potential of your employees and help them excel in their current roles, with a vision to prepare them for future challenges.

Prioritizing employee training and development is essential for meeting organizational goals. This proposal aims to deliver curated training programs to enhance employee productivity, increase their efficiency and boost their motivation.

By focusing on current skills gap and encouraging a culture of learning and development, our courses will empower your employees to increase operational efficiency and achieve both - long term and short term organization objectives.

Why UNFOLD

Modern Training for a Future-Ready Workforce

- Expert-designed, industry-relevant programs.
- Delivered by certified professionals with practical experience.
- Personalized assessments, mentoring, and coaching.
- Flexible formats: In-person & online.
- Aligned with real-world business needs.

Empower your team. **Accelerate** performance. **Lead** with confidence.

1. MASTERING CUSTOMER SERVICE (Duration: 1 day)

This course equips participants with the skills, mindset, and techniques needed to deliver exceptional customer experiences.

2. TELEPHONE ETIQUETTE (Duration: 1 day)

This course is designed to enhance telephone communication skills of participants by applying the principles of professional telephone etiquette.

3. MASTERING THE ART OF PROFESSIONALISM (Duration: 1 day)

Participants will be able to apply the tools needed to create a strong professional image that builds trust, credibility and respect.

4. PROFESSIONAL BUSINESS WRITING SKILLS (Duration: 1 day)

Participants will learn to craft concise, clear, and purpose driven emails with emphasis on structure, tone, grammar and formatting.

5. EFFECTIVE COMMUNICATION SKILLS (Duration: 1 day)

Participants will be able to express ideas clearly, listen actively & adapt their communication style to various audiences and situations.

6. EFFECTIVE ADMINISTRATION SKILLS (Duration: 1 day)

This course provides participants with the essential knowledge and tools to thrive in administrative positions.

7. EFFICIENT TIME MANAGEMENT (Duration: 1 day)

By applying tools & techniques, participants will learn to manage their time more efficiently. This course emphasises essential time management strategies.

8. MASTERING ATTENTION TO DETAIL (Duration: 1 day)

Participants will understand the impact of being attentive, reduce errors, increase efficiency, and support the achievement with higher quality standards.

9. ASSERTIVENESS SKILLS (Duration: 1 day)

This course focuses on building confidence and self esteem among individuals who struggle to apply assertiveness.

10. PRESENTATION SKILLS (Duration: 2 days)

This course is designed to help individuals effectively plan, deliver, and assess their presentations and transform them to be an effective presenter.

11. TRAIN THE TRAINER (Duration: 3 days)

A Train the Trainer course is designed to provide individuals with the expertise and confidence to effectively facilitate a training session.

12. CREATIVITY & INNOVATION (Duration: 1 day)

This course will harness the creative potential and foster an innovative mindset. It empowers participants to confidently contribute to innovation initiatives.

13. MASTERING TEAM DYNAMICS (Duration: 1 day)

This course is designed to help participants understand, manage & enhance team performance through effective collaboration & interpersonal insight.

14. STRESS MANAGEMENT (Duration: 1 day)

This course is designed to help individuals gain the knowledge and practical tools needed to recognize, understand, and handle stress effectively.

15. ONBOARDING & INTEGRATION (Duration: 1 day)

This course empowers organizations to craft a structured and engaging onboarding process and speeding up new hire integration.

16. PLANNING & ORGANIZING EFFECTIVE BUSINESS MEETINGS (Duration: 1 day)

This course is focused on planning & organising meetings, to ensure it runs efficiently & optimizes the best use of everyone's time.

17. CONDUCTING EFFECTIVE PERFORMANCE REVIEWS (Duration: 1 day)

This course emphasises on conducting performance reviews which fosters trust & cultivates a sense of shared accountability.

18. DECISION MAKING SKILLS (Duration: 1 day)

Participants will learn the essential tools and knowledge to confidently handle a range of situations and make sound decisions.

19. THE LEADERSHIP JOURNEY - LEAD WITH IMPACT (Duration: 3 days)

This is a transformative course designed to develop authentic, resilient, and strategic leaders prepared to face today's evolving challenges.

20. DRIVING CHANGE & BUILDING AGILITY (Duration: 1 day)

This course is designed for leaders, managers and professionals, who are involved in leading, managing, or supporting change initiatives in organizations.

21. THE EMPOWERED LEADER (Duration: 1 day)

This course focuses on unlocking personal power, strengthening leadership presence & building the mindset & skillset needed to thrive in organizations.

22. ELEVATING ORGANIZATIONAL CULTURE (Duration: 1 day)

It equips participants with the knowledge & tools to understand, assess & influence culture to drive engagement, innovation, & strategic success.

23. GIVING CONSTRUCTIVE FEEDBACK (Duration: 1 day)

This course empowers individuals to communicate, deliver, & receive feedback effectively in a professional way.

24. COACHING SKILLS (Duration: 1 day)

By the end of the course, leaders will possess the confidence and expertise necessary to facilitate meaningful coaching sessions.

25. LEADERSHIP BIASES (Duration: 1 day)

This course explores how biases affect decision making, team dynamics, & organizational outcomes. Leaders will identify their own biases, understand their impact on leadership & develop tools to mitigate them.

26. CHARISMATIC LEADER (Duration: 1 day)

Charismatic leaders uplift their team & make them feel appreciated, valued & important. This course is for leaders who would like to inspire & motivate their team to reach new heights of achievement.

27. DIVERSITY, EQUITY & INCLUSION (DURATION: 1 DAY)

This course focuses on fostering diversity, advancing equity and building an inclusive workplace. DEI is just not about ethics - it is essential for business growth and team performance. Join this course to build a collaborative environment that values diversity, equity and inclusion.

28. EMOTIONAL WELLNESS (Duration: 1 day)

This course covers topics like identifying emotions, developing coping mechanisms for stress & challenging situations & building healthy relationships.

29. CONFLICT RESOLUTION (Duration: 1 day)

This course equips participants with the skills & techniques to effectively manage & resolve disputes, fostering positive outcomes & healthy relationships.

30. NEGOTIATION SKILLS (Duration: 1 day)

This course equips individuals with the tools, techniques & strategies to effectively navigate discussions & reach mutually beneficial agreements.

31. SALES TRAINING (Duration: 1 day)

This course equips participants with the tools and techniques to succeed in their roles, achieve sales targets, and build strong customer relationships.

32. PUBLIC SPEAKING (Duration: 1 day)

This course is designed to help individuals develop and improve their ability to communicate effectively and confidently in front of an audience.

33. STRATEGIC MANAGEMENT IMPLEMENTATION (Duration: 1 day)

This course provides the knowledge and skills to translate strategic plans into actionable steps & achieve organizational goals.

34. BUSINESS STRATEGY, PLAN & MODEL (Duration: 1 day)

Participants will learn the key concepts of Business Strategy, Planning & Models. This will enable them to translate strategies into actionable business plans.

35. MEDIA PRESENCE (Duration: 1 day)

This course focuses on developing key messaging, handling interviews & public speaking. Understanding verbal & non-verbal communication to protect & enhance organization's reputation.

36. CONDUCTING TRAINING NEED ANALYSIS (Duration: 1 day)

This course covers the process of conducting a TNA, aligning learning outcomes with business goals & ensuring training initiatives effectively.

Essentials for STRATEGY & LEADERSHIP

From Vision to Victory

Transform the way you lead.

Preea V Mane, bestselling author of Essentials for STRATEGY & LEADERSHIP, and an award-winning leader with over 2 decades of experience across global organizations, crafted and facilitated this high-impact program.

Whether you're a mid-level manager, senior executive, or entrepreneur, this course empowers you to lead with vision, drive strategic initiatives, and influence with authenticity.

Key Focus Areas:

- Clarifying vision and aligning goals
- Building and implementing effective strategies
- Cultivating decision-making and critical thinking
- Enhancing stakeholder communication and influence
- Leading with empathy, resilience, and integrity

Program Highlights:

- Based on real-world business frameworks and Preea's bestselling book
- Includes pre-assessment, workbook, and post-program coaching
- Practical tools and strategic templates you can apply immediately
- Delivered in-person or virtually over 2 days or 4 half-day sessions

Who Should Attend:

- Mid to senior-level leaders
- Department heads and decision-makers
- Entrepreneurs and high-potential talent

Results You Can Expect:

- Clear leadership direction and strategic thinking
- Improved team alignment and execution
- Greater confidence and clarity in leadership roles

Course Module

- Module 1 - Strategy [Course duration: 3 days (Q1)]
- Module 2 - Leadership [Course duration: 3 days (Q2)]
- Module 3 - Management [Course duration: 2 day (Q3)]
- Module 4 - Simplifying Strategy [Course duration: 1 day (Q4)]
- Module 5 :
 1. Public Speaking Course (duration: 1 day - Q4)
 2. Media Presence (duration: 1 day - Q4)



www.preeavmane.com/book/

Meet Our Team

Shaping Leaders for a Better Tomorrow



Preea V Mane

Founder & CEO
Business & Freezone Consultant
Best Selling Author

A corporate leader turned purpose-driven entrepreneur, Preea brings over 24 years of strategic leadership and a vision to empower people through impactful training and mentoring.

www.linkedin.com/in/preeavmane

Melanie D'souza

Learning & Development Specialist
HR Professional



With 15+ years of HR experience across global organizations, Melanie specializes in adult learning strategies and is passionate about enabling people to reach their full potential.

www.linkedin.com/in/melanie



Empowering people!
Enabling possibilities!
Evolving leaders!

A thick, gold-colored brushstroke that starts under the word "Evolving" and sweeps upwards and to the right.

Are You Ready to Lead with Purpose?

Take the First Step Today

Book your training consultation today!

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