

BALMA D. NANDWANI
 TRAINING MANAGER



ABOUT ME

I'm Balma. I believe in putting out your best, with integrity and ethics. I value life long learning, and sharing information and skills with others through training. My goal is to train people to excel in work standards and performance, through soft skills training, because leaders can only be great with the added competencies of soft skills.

EDUCATION

Bachelor of Arts - Mass Communication

Silliman University
 Major in Journalism and Advertising
 Year: 1977-1981

Master of Business Administration

Int'l Academy of Mgmt & Economics
 Recipient: Leadership Award
 Magna Cum Laude GPA 1.272/1.0

Dale Carnegie Training - Jan 1993-2015

Trainer, High Impact Presentations, The Dale Carnegie Course, Customer Service, and Comprehensive Business Dev Solutions (CBDS)

Door International - Apr 2013-Apr 2014

Trained Multi-National Companies in Singapore and Malaysia

The Learning Factor - Apr 2013-Apr 2014

Australian based company with Phil. Presence
 Trained a Fortune 500 Company on Time Management, as well as Leadership & Influence

PD Training - May 2015-Present

Trained Global companies with presence in Philippines

Optimized Solutions - 2015-present

Trained Local Companies and Professionals in Corporate Training Solutions

The Young CEO - 2014-present

Trained students ages 12-18 in Leadership & Communication

WORK EXPERIENCE

CERTIFICATIONS

Neuro Linguistic Programming (NLP)

Master Practitioner Level, Mar 1998, UK Trainers Dr. Richard Bandler, Michael Breen

Coursera (SUNY) Capstone Program

Career Brand Management, June 2016

TRAINING SKILLS

Training ★★★★★

Training Design ★★★★★

Public Speaking ★★★★★

English ★★★★★

Tagalog ★★☆☆☆

Cebuano ★★★★★

LANGUAGES/DIALECTS

10 STA RITA ST.
 STA CLARA SUBDIVISION
 BACOLOD CITY 6100
 PHILIPPINES

★★★

www.optimizedsolutions.biz
 balma@optimizedsolutions.biz
 Mobile +63 918.914.4258

COMPETENCIES Partial list

Building Effective Teams

Level 3.6/4

Organize and blends people into teams, builds value of team spirit, develops productive teams in an organization, promotes values of team cohesiveness, encourages mission-driven teams, drives team spirit, encourages learning and development, values diversity, and motivating others.

Customer Focus

Level: 3.7/4

Imparts value of giving high quality customer service, Gaining trust and respect, Assess stake holder information and needs, Managing Relationships, Interacts regularly to gain feedback, assess present needs, assess future needs, nurtures relationship, follows through on promises

Integrity and Trust

Level: 3.8/4

Seen as trustworthy, direct and truthful, Known to adhere and apply ethical principles, and expects others to follow suit, openly values honesty, presents truthful information in appropriate and helpful manner, protects sensitive information, promotes values of trust and respect through an organization, conscious of personal values when in difficult situations, stays true to values.

Interpersonal Skills

Level: 3.8/4

Pleasant, friendly, builds rapport with people; easy to approach and engage in conversation; makes effort of put others at ease with warm, friendly and accepting demeanor; tolerates others idiosyncracies, uses diplomacy and tact to diffuse tense situations comfortably; diffuses high-tension situations; treats others with respect, patience and consideration; easily builds mutually beneficial relationships with others; disarms hostility; treats others with respect, patience and consideration, values diversity; intuitive in diffusing volatile interpersonal situations and disarms trouble makers

Motivating Others

Level: 3.8/4

Maintains training climate where people want to do their best; Empowers and energizes others; Inspires and motivates learning, assess each person's strength and pushes to get the best of it, and bring them to next level, promotes confidence, recognizes development needs and inspires them to succeed; able to motivate others to meet challenges and locate solutions.

Personal Learning & Dev.

Level: 3.8/4

Participates in activities for self-improvement; works to continuously improve self, committed to improve self rigorously, pursues multiple means to do this, dedicated to continuous learning and self-improvement; aggressively undertakes activities to build new skills, and hone existing ones.

Manages & Measures Work

Level: 3.9/4

Assigns responsibilities, communicates expectations; sets clear, quantitative measures; positions benchmark and success measures; regularly interacts with others to give and receive feedback.

Time Management

Level: 3.8/4

Plans use of time; uses time creatively and efficiently; puts high value of time to learning process; recognizes urgent from important; manages broad range of activities with time consciousness.

Presentation Skills

Level: 3.9/4

Can effectively present to small, medium and large groups; Gives well received formal and informal presentations ; speaks with credibility and only speaks on what is in range of credibility; communicates effectively; comfortable in presenting what is in subject matter expertise; transitions skilfully in presentations; communicates effectively; transitions skilfully; commands attention; maintains group focus and participation; responds calmly to challenges; changes tactics midstream when something isn't working; responds to challenging questions with ease, or puts question on temporary hold when need be. Cognizant of audience engagement during presentations; Coaches speakers, and challenges them to go to next level.

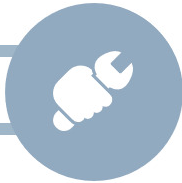


OPTIMIZED SOLUTIONS CORPORATE TRAINING

ABOUT THIS COMPANY

Founder	Balma D. Nandwani
Date Founded	2015
Category	Non-VAT
Branding	Corporate Soft Skills Training
Audience	New Hires - Middle Management
Lead Trainer	Balma D. Nandwani
Training Design	US-Based Subject Matter Experts
Training Character	Engaging; Challenging, Fun, Sizeable Work-Application and Professional Development Value

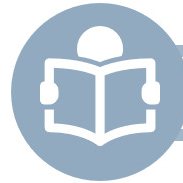
ADVOCACIES



- End-Bullying in Schools - Request Symposium
- End-Hazing -Request Symposium
- End Workplace Bullying - Request Advocacy Training Rate
- Abused Children - Out-Reach
- Civility in the Workplace-Request Advocacy Training Rate

View these Advocacies in our website
www.optimizedsolutions.biz

TRAINING WE DO



BEST SELLING SOFT SKILLS PROGRAMS

- Presentation Skills
- Customer Service
- Presentations Skills
- Emotional Intelligence
- Anger Management
- Introduction to NLP
- NLP Tools for Real Life
- Conquering your Fear of Public Speaking
- Call Center Training
- Personal Branding
- Presentation Skills
- Public Speaking
- Health and Wellness at Work
- Employee Accountability
- Workplace Diversity
- Train the Trainer
- Building your Esteem and Assertiveness Skills
- Work-Life Balance
- Increasing your Happiness
- Improving Mindfulness
- Social Intelligence
- Interpersonal Skills
- Goal Setting and Getting Things Done
- Assertiveness and Self Confidence
- Personal Productivity
- Time Management
- Stress Management
- Personal Branding
- Sales Fundamentals
- Marketing Basics
- Motivating Your Sales Team



View our full training listing at
www.optimizedsolutions.biz



CONTACT BALMA



Balma D. Nandwani
 Training Manager, Lead Trainer.
 Performance Coach

Website
www.optimizedsolutions.biz

Email
balma@optimizedsolutions.biz

Mobile/Skype
 +63 918.914.4258

Linkedin
 Balma Nandwani

Face Book
 Optimized Solutions

DALE CARNEGIE

Company: Global Company with Local Franchise
Date Founded: 1912- in US
Position: Trainer with Certification accomplished in San Mateo, CA

DC CERTIFICATION

TRAINER CONSULTANT CERTIFICATION

Date: January 1993 Dale Carnegie Certification Training
By: Dale Carnegie International
Earned: Training Consultant Status
Location: San Mateo, California
Center: William Koefed Center
Trainer: Greg Ratliff, Master Trainer

Substantial: After certification, was tested at local level. My first class topped the training result since 1960, the year that DC opened in the Philippines. Notable was the caliber of participants in my test class composed of a Congressman, two Doctors, and Business Owners.

DC CERTIFICATION

SUCCESS FUNDAMENTALS FOR TRAINING CONSULTANTS

Date: June 1999 Dale Carnegie Certification Training
By: Dale Carnegie International
Earned: Success Fundamentals for Training Consultants
Location: Kuala Lumpur, Malaysia, Renaissance Hotel

Trainer: David Greene, Master Trainer-USA

Substantial: Final training day goal was to make a client call to companies to by-pass "gate keeper" and gain face-to-face appointment with a company capable of booking a Million Dollar Sale.

RESULT: Was the only participant of 10 attendees from 4 countries, able to by-pass the gate-keeper and book an appointment.

PROGRAMS CONDUCTED FOR DALE CARNEGIE

Assertiveness Training
High Impact Presentations
Professional Development Series
How to Win Friends and Influence People
Comprehensive Business Dev. Solutions (Series)
World Class Customer Service
Youth Program

PD TRAINING

Company: Australian Based Training Company with Local Presence
Position: Freelance Training Consultant

Date: May 2015-Present
Status: Contractual/Freelance
Base: Australia

Substantial: Responsible to engage client in further Needs Analysis, Review and redesign program content for client relevance.

Programs accomplished for them: Emotional Intelligence for a shipping company, and Professional Development for a global company, among other clients.

THE LEARNING FACTOR

Company: Australian based company with local clients
Position: Subcontractual Trainer

Date: April 2013 - April 2014
Status: Freelance / Contractual
Client: A Fortune 500 Company based in the Philippines

Substantial: Managed a challenging situation wherein the participants requested a change of training content in which I had the expertise to deliver.

DOOR INT'L

Company: Singapore based Company with local office
Position: Subcontractual Trainer

Date: April 2013 - April 2014
Status: Freelance / Contractual
Client: Multinational companies in Singapore and Indonesia

Substantial: Trained a Multi-National consumer goods company in Indonesia on Presentation Skills where 75% had limited English knowledge.

Trained a multinational pharmaceutical company in Singapore on Communication and Culture Skills.

Certification: Career and HR Coaching /Trainer: Leah Sveglich