

# Ivor John (IJ) Thomas

| Corporate Trainer | Author | Coach |  
For Richly Interactive, Unique Training Programs  
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**Summary:** Experienced Learning & Development (L&D) and HR professional who significantly upskilled the human resources of large manufacturing, service and IT firms by designing and deploying learning content for development and training interventions. Coached over 15,000 learners including CXOs, workers, teachers and government departments. Professor and consultant educator for educational institutions of repute and author of University textbooks.

## Training Experience:

- Director, Confidence Learning Consultancy serving MNC and Medium Size enterprises with a team of training.
- Trained CXOs, managerial and shop floor workers by adapting the training suited to their mindset and culture. Consistently high ratings for innovative, strategy derived and result based training.
- Clients served in the pharmaceutical, automobile, hospitality, IT Services, Finance and Education sector.
- Sessions have improved workforce productivity and reduced operational costs through behavioural change.
- Content Writer for Digital and Technical Needs.

## Industries and Notable Clients Served:

- **Hospitality:** Sheraton Hotels and Accor Hotels, Jindal School of Hotel Management
- **Automobile:** MG Motors, MRF Tyres
- **Financial Services:** Gujarat Venture Finance Limited, SI Insurance Brokers Australia
- **Retail Services:** Tata Cellular Retail Outlets
- **IT Services:** Concentrix, Collabera Technologies, Paul Mason, Vistaprint
- **Pharma Clients:** Zydus Cadila, Ami Lifesciences, Dr. Reddy's
- **Governments:** India Post, Govt SCOPE Project Skill Building for Youth
- **Education:** Cambridge University Exams, National Railway University, India

**Sample Case Studies of Projects Executed:** ([www.ijthomas.com](http://www.ijthomas.com)).



**Cross Cultural  
Leadership  
Training for the  
Chinese and  
Indian staff  
at an Automobile  
MNC**

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## A. Managerial Effectiveness & Continuous Professional Development Workshops

**Training Vision:** These courses are workshops that won't tell managers what to do but will expand their vision and enable them to acquire new skills and upgrade existing ones.

Code	Course Title	Overview	Learner Profiles
<b>MU1</b>	Thriving with Changed UAE Business Policies	With significant changes in government policy business leaders of UAE need to embrace the globalised vision of UAE's rulers and quickly benefit from these changes	Progressive business leaders and managers
<b>MU2</b>	Leadership Skills for Proprietorship Firms in UAE	Proprietors need to recognise and acquire new business and HR skills to thrive in the progressive policies of the UAE government.	Proprietors and their business managers
<b>M1</b>	Successful Supervisory Management Skills	Middle managers have to balance business boss and employee expectations. A Gallup survey shows that 75% of employees leave a job because of a manager. This is a huge waste of resources considering recruiting and training costs and the wealth of experience lost. This training will equip line managers to balance all stakeholders they deal with.	Line managers, supervisor and middle management staff
<b>M2</b>	Digital Soft Skills for Senior Managers	In most organisations, senior managers are totally ignorant of essential digital skills that can empower them and gain respect from their workforce. This workshop can equip them.	All Senior Staff and employees interested in acquiring digital skills for today.
<b>MF1</b>	Executive Fitness Workshops	A big salary is not for spending time on a hospital bed. Easily fitness tips for corporate leaders that will set an example for a healthier workforce. Guaranteed lowering of healthcare expenditures and sick leaves.	All Senior Leaders, Staff and Managers.
<b>TC1</b>	Training Consulting	Business challenges are as unique as the organisation. If your firm has a specialised need that requires attention, IJ Thomas can offer consulting services on a per hour basis.	Senior Leadership



**Training Arab Nationals for Professional Development Courses**

## B. Essential Skills for Today's Workplace

**Training Vision:** You would expect that most employees would have basic skills when they join a firm. Unfortunately most people are ignorant of these skills and waste time learning through trial and error and figuring out what supervisors need.

Code	Course Title	Overview	Learner Profile
E1	Essential People Management Skills	Teaches employees how successfully interact with superiors, colleagues and contract agents	All Employees. 20 to a Batch preferred.
E2	Essential Cross Cultural Skills	With the UAE featuring employees from 200 different nations, teams need to know how to work with people from different cultures. Training tailored to each organisational need.	All Employees. 20 to a Batch preferred.
E3	Essential Workplace Digital Skills	This course is vital for organisations that have employees wasting time for the IT incharge to deal with basic issues like configuring email ids, printing wirelessly or fixing a stuck printer. Data protection and digital security will also be dealt with.	All Employees. 20 to a Batch preferred.
E4	Essential Time Management Skills	Trains employees to work faster and better without losing their health and peace. Will also free managers from constantly monitoring if staff are working or not.	All Employees. 20 to a Batch preferred.
E5	Essential Ethics for the Workplace	A vital course for today when fraud and unethical practises have brought down mega corporations. A great tool for cost reduction too.	All Employees. 20 to a Batch preferred.
E6	Essential Sustainable Business Training	Most businesses in the UAE have expensive and wasteful practises that degrade the environment and add to operational costs. This workshop will lead to environmentally conscious business that motivates staff, generates business and reduces costs.	All Employees. 20 to a Batch preferred.
E7	Essential Business Communication Skills	From verbal, digital, non-verbal and corporate WhatsApp texting, employees of today need to upgrade in their soft skills of using and communication with today's tech and people	All Employees. 20 to a Batch preferred.
E8	Essential Presentation Skills	No more cringeworthy presentations, awkward pauses and unplanned breaks while giving a sales, client or internal presentation. Integrate skills like storytelling, critical thinking with Powerpoint or more efficient software.	All Employees. 20 to a Batch preferred.
E9	Essential Team Building Skills	A lack of training is the most common reason for office strife and workplace stress. Overcome these challenges with proven team building programmes.	All Employees. 20 to a Batch preferred.

<b>E10</b>	Essential Training Need Analysis	Consulting for a thorough analysis of training needs or an organisation and strategic annual training plan formulation based on the needs of the firm.	All Employees. 20 to a Batch preferred.
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### C. Training Programs for Schools and Educational Institutions

**Training Vision:** IJ Thomas brings his academic credentials of partnering with Cambridge University Exams and teaching at various educational universities and institutions of repute.

Code	Course Title	Overview	Learner Profile
<b>S1</b>	Teacher Wellness Programmes	Enables teachers professionally equipped to handle professional challenges. Results in happy students and parental appreciation for schools.	Teachers at Schools
<b>S2</b>	Teaching Youth and Young Adults	Teaching 11th, 12th and college students needs educators who can gain their respect before they can share their knowledge. Easily acquired skills gained from this workshop can enable this	Teachers of 9th grade up and college students
<b>S3</b>	Continuous Professional Development: Teachers	Monthly Short Training Modules for teachers to sharpen their current skills and acquire new skills	All school teachers
<b>S3</b>	Continuous Professional Development: School Managers	A course for the school leadership team that eliminates leadership blocks and provides skills to help them lead the team with productivity.	Senior and Managerial employees of Schools
<b>S4</b>	Teaching the Digital Generation	Quick skills upgrade for teachers to efficiently use digital resources in class or online to better engage students. No more boring online or face to face classes.	All teachers

**Note:** Good to know before working with IJ Thomas:

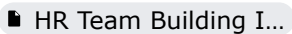
1. **Conduct of a training needs analysis.** This would be with the client leadership team and the learners.
2. **Training Venue visit.** IJ Thomas would like to view the facilities and the seating facilities of the training venue.
3. Courses provided online or offline.
4. Each programme will have training content with interactive training handbooks and activities for each learner.



## Content Writing Services

### Portfolio of Work

#### I. Corporate Communication

#	Nature of Work	Organisation	Details	Link
1	Team Building Training Session	MG Motors Indo-China Team	Enabled cross cultural teams to work together	
2	Website Content Writing	Atom Training Consultancy	Single handedly wrote the entire website and content of 1500+ HR Topics and Course Details generated	<a href="http://www.atomtd.com">www.atomtd.com</a>
3	Powerpoint Content Development	Tatva Chintan (large manufacturing firm)	Annual HR Plan Ideation Session	
4	Core Behaviour Training for Managers	Zydus Cadila, large MNC pharma company	Trained 4000 staff and managers across various locations	
5	LinkedIn Content Writing	Atom Training Consultancy	Post content and advertisements	<a href="#">معهد أتوم للتدريب والاستشارات   LinkedIn</a>
6	Website Content Writing	Confidence Learning Solutions	Case Studies and HR Solutions	<a href="http://www.confidencetrainers.com">www.confidencetrainers.com</a>
7	Youtube Video	Gujarat Venture Finance	Outdoor HR Session	<a href="https://youtu.be/tRKShC3qgYI">https://youtu.be/tRKShC3qgYI</a>
8	Blogs	Various	To share HR content that transforms	<a href="http://www.confidencetrainers.com/post/how-kaizen-helped-me-lose-14-pounds-6-5kg-in-2-months">www.confidencetrainers.com/post/how-kaizen-helped-me-lose-14-pounds-6-5kg-in-2-months</a>
9	Unique HR Posters	Ami Lifesciences	Developed 100 Motivational Posters for Staff	

#### Textbooks Written by IJ Thomas for BAO University, Gujarat Govt




## II. HR Social Media Advertising

<p>CONFIDENCE LEARNING SPACE IJTHOMAS.CO</p> <p>'Kriegsspiel' meaning 'war game' was the first instance of using gamification for training.</p> <p>Comment your guess on what the Indian connect to it is?</p>	<p>CONFIDENCE LEARNING SPACE IJTHOMAS.CO</p>  <p>If new information isn't applied, we'll forget about 75% of it after just 6 days.</p> <p>Beat the forgetting curve by scheduling repetition time of skills learnt.</p>
<p>CONFIDENCE LEARNING SPACE IJTHOMAS.CO</p>  <p>Where does your organisation stand on its learning curve?</p> <p>What did you learn today?</p>	<p>CONFIDENCE LEARNING SPACE IJTHOMAS.CO</p> <p>Incorporate the <b>POUR</b> principle for eLearning courses</p> <p><b>P</b>erceivable Involve multiple senses</p> <p><b>O</b>perable Easy navigation</p> <p><b>U</b>nderstandable No jargon, use glossaries</p> <p><b>R</b>obust Test, eliminate glitches</p> <p>Confidence: 3rd party eLearning evaluation services</p>

## III. Content Development for Arabic Audience

#	Nature of Work	Organisation	Details	Link
1.	Ramadan Cultural Educational Video	IJ Thomas	English for Arabic friends	<a href="#">رمضان إن...</a>
2	Eid Content Writing	Atom Training	Contest for Eid	<a href="#">Ramad...</a>
3	Topical Events	Atom Training	Obituary for Sheikh Khalifa	<a href="#">Sheikh...</a>

#### IV. Textbook and Academic Writing

#	Nature of Work	Organisation	Details	Link
1	University Business Communication English Textbooks	Ambedkar University, Govt of Gujarat	University Textbooks for Airline and Hospitality Industry	<a href="#">Ivor Thomas Books</a>
2	Conducting Online classes for Engineering Students	National Rail Transport University, Govt of India	144 Students are taught in each session	<a href="#">Ivor John Thomas Critical Thinking Class of 144 students Sample Video.mp4</a>
3	LMS Videos for Writing Skills	General Audience	IELTS Writing Learning Management Service (LMS) using Youtube and Google Classroom	 IJ Thoma...

#### V. Video Storyboards and Marketing Content Writing

#	Nature of Work	Organisation	Details	Link
1	Marketing Writing	Restaurant Consultant	Content Writing for their	 8 Grea...
2	Storyboards for Videos	Cold Chain App	Video Visualisation Story	 Vaccin...