One to One Planner

Get to Know Your Team and Increase Your Referrals

Email your worksheets to the person you will meet with next. The worksheets included in this manual include the Member Bio Sheet, GAINS Worksheet, Contact Sphere Planning Worksheet, and Previous 10 Customers Worksheet.

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Member Biography Sheet

Name: Amit Ganguly **Date: 1st September 2025**

Business Information

Business Name: Blessed IT Solution Pvt Ltd

Profession: Software Training Service Provider

Location: TC Palya Main Road, Bangalore **Years in Business: 4.5+ Years**

Previous types of jobs: I worked in organizations for 26+ years, from 1994 to 2020. I spent the first 9 years as a Trainer, then Software Development, Pre-Sales, Learning and Development Lead, and Business Lead. My last organization was Accenture, where I worked from December 2005 to February 2020.

Personal Information

Family Information

A. Spouse: Swati Ganguly

B. Children: None

C. Animals: One Dog - Buno

D. Hobbies: Reading, watching movies

Activities of interest:

City of residence: Bangalore **How long? 21 years**

Miscellaneous

My burning desire is to:

- Change the way Corporate Training happens by working as their Training Partner or Training Consultant so that we can make their employees productive on day 1. That way, we reduce their Total Cost of Ownership for any training they do.
- Ensure all degree college students (non-engineering) become skilled in Generative AI – Prompt Engineering, which will improve their employability.

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Something no one knows about me: I am the author of the book “From Manager to Leader – the Secret of the Success” and have two courses in Udemy.

My key to success is that we solve the biggest challenge any corporation faces – “productivity delay after the training”. All our training is 100% customized, keeping the client’s exact needs in mind. As a result, they pay only for what their employees need to learn. We are here to bridge the gap between learning and performance (knowledge to skill), ensuring that every training session delivers measurable results and makes the employees productive/and project-ready immediately after the training.

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GAINS Worksheet

Use this form to record GAINS for yourself or others with whom you want to build a relationship. Use one form per individual; add sheets as needed. Date each entry to know how old the information is.

NAME: _____ DATE: _____

Goals:

1. Change the way Corporate Training happens today, and we can transform the L&D Team from a Cost Center to a Profit Center.
2. Become an exclusive or trusted training partner for mid-sized IT companies (headcounts between 200 to 900).
3. For non-engineering degree colleges, we have designed a Generative AI: Prompt Engineering program with LPI (Learn, Practice, and Implement) to make them employable as per NAAC guidelines.
4. Affiliation from MIT (Massachusetts Institute of Technology).

Accomplishments:

1. Organized training program for over 2000 corporate employees and 900 college/university students.
2. Saved ~1 Cr for our clients by making them project-ready immediately after the training.
3. Lead Delivery Training in Accenture for India, APAC, and EMEA regions.
4. Instrumental for the Internalization of training in Accenture; and competency development in Accenture.
5. TEDx Speaker
6. Awarded as Top Business of the Year 2023 in HR and Recruitment Category by Great Companies.

Interests

1. Traveling to new destinations.
2. Watching movies
3. Listening to others.

Networks

1. ISYB – I Support Your Business
2. International Institute of Influencer

Skills

1. Training Management
2. Competency Management
3. Training Need Analysis
4. Training Delivery

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Contact Sphere Planning Worksheet

Contact Spheres are made up of businesses or professions that naturally provide a source of referrals for one another. They are in somewhat related but non-competitive businesses. Businesses in the same Contact Sphere have a symbiotic relationship in that they support and enhance one another.

My Contact Sphere is_____

My Contact Sphere Members

1. Soft Skill Trainer
2. Cloud Service Provider (AWS, Azure Cloud)
3. Placement and Recruitment Firms working for the colleges and universities.
4. Security Solution (Firewall, Cyber Security Tools)
5. Database service providers
5. Hardware vendors
6. Head of Placement for Colleges/Universities.
7. Consultants helping to frame the Strategy for a Software firm.
8. ERP & Student Management Software Vendors
9. **Leadership Trainer or Coach**
10. **Executive Coach**

Contact Sphere Top 3

What other three professions would help you round out your Contact Sphere? Write them down in the space below.

Profession 1: CXO Coaches

Profession 2: Cloud Service Provider And Security Solution Provider

Profession 3: Leadership Trainer / Coach / Executive Coach

Make a commitment to your One-to-One partner to help fill their Contact Sphere by inviting people to BNI who are in his/her top 3.

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Commitment: I commit to help my 121 partner to get him/her connected with their contact sphere partner.

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Previous 10 Customers Worksheet

Imagine how you can increase the referrals you receive by helping your BNI business partner understand how to find more customers like the ones listed below!?

1. **List your previous 10 customers below.**
2. **Select the ones that are ideal clients or a good referral for you.**
3. **Write your answers to questions in the spaces provided.**

	Customer, Industry or Description	What did you do for them? If an Ideal Client, describe why.	Ideal Client
1	GoaVega – Software Company	We provided Advanced MS Excel Training for 25 employees that helped them to complete their regular work in 1 hour less time (daily).	☒
2	CraftSilicon	Provided Azure Data Lake and Azure AI training for 5 employees (including their group CEO) and all 4 of them have been able to start using Azure in their project from the very next day of the training.	☒
3	Igniterium	Provided Embedded Linux and C training for 20 of their employees and all started working on the client project from the next working day. This helped them to save nearly INR 4 Lacs.	☒
4	Pierian	Advanced Excel Training for 90 of their employees (3 batches). As a result of the training, they could automate one complex reconciliation which saved 5 hours every week.	☒
5	Top Tiles	Excel training for their Sales team. Each employee now completes every invoice processing one hour less than what they used to take earlier.	☒
6	Bharat Forge	Generative AI and Prompt Engineering Training for their Leadership Team. As on 16th May, covered 240 Leaders in BF	☐
7	Resergent India	Advance Excel Training	☒
8	New Delhi Institute of Management	Launched two books, know all the top management	☐
9	Geeta University	Launched two books, know all the top management	☐

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Commit to take action!

The success of the One-on-One Business/Strategy Meeting depends on how well you follow through with the actions you have agreed to take.

How do you introduce me to your client?

Name, Company or Industry:	Conversation Starter (What to say):	By When?
Any CXO-level leader of a small to mid-sized IT company	I know a person who has 30+ years of experience in the industry. Select his organization as the Talent Development Partner of your organization. He can make your employee project-ready immediately after the training, saving the payroll cost during the shadow period, which you would have paid otherwise.	
HR Lead of any organization that has 10+ employees using Excel extensively. For example, CA Firms	I know a person with 30+ years of experience in the industry. If you select his organization to train your team in the advanced features of MS Excel, he can reduce the time your team spends completing their work every day. This means your team can serve more clients at the same time.	
Business Leads in the Non-IT Sector.	Do you know that if you use ChatGPT by giving the right prompt, it can do Data Analysis, prepare a Presentation, create PDF Documents, and much more in less than 5 minutes? I have experienced this using a great e-learning Course where I learnt with practical exposure. Enroll for this course by paying 828.82. https://mylearning.blessed-it.com/course/genai-and-prompt-engineering/	30th June 2025

Identify one long-term goal/referral that your BNI business partner can help you achieve: To be the training partner for at least 100 mid-sized IT companies across India.

What action steps need to be taken to make this long-term goal/referral a reality? Please see the categories mentioned above, along with What to Say. That should create a pull factor while referring to me.

By when? By the end of 2025

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Let's review the system!

It's as simple as scheduling one Business/Strategy Meeting each week with one of your BNI members.

Set Time, Date and Place

- Restaurant
- Someone's Office (preferred)
- Virtual (Zoom, MS Teams, Etc.)

Pick a time to meet. It's better if you meet at someone's office because you can learn more about their business that way.

Prepare Your Worksheets

- **Member Bio Sheet**
- **GAINS Profile**
- **Contact Sphere Worksheet**
- **Previous 10 Customers Worksheet**

Take the time to prepare your worksheets in advance of your One-on-One Business/ Strategy Meeting. The worksheets will help you share important information with your business partner about your business and how to find referrals for you. Update them every 3-6 months.

Exchange Info Before the Meeting

Email your four worksheets to your business partner before the meeting. Agree on and set a simple agenda for the meeting to honor their time commitment.

Bring Worksheets

Bring the same materials to the One-to-One that you emailed earlier. You should also bring other materials that could help you help each other. For example, you could also bring testimonials from satisfied customers, or brochures that your business partner could display on your behalf.

Meet with Your Business Partner

Meet with your BNI business partner and learn as much about how to find referrals for them as possible. Use the worksheets as a foundation to build upon. Use this time wisely.

Commit and Agree on Goals

- **One short-term referral**
- **One long-term referral**
- **Invite prospects from your partner's Contact Sphere Top 3 list**
- **Schedule next meeting** (possibly at the other person's place of business)

Make a commitment to help your BNI business partner with referrals, both short-term and long-term. At the same time, invite prospective BNI members from your partner's Contact Sphere Top 3 list to help them build their network through BNI and their Contact Sphere. If you met at someone's office plan to meet at the other person's office the next time.

Follow-Up

Follow up within 2-3 days of your meeting. Let your partner know how your action items are coming along and what other plans you may have to help them.

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