

# EMPLOYABILITY AND PERSONALITY TRAINING



## Course Duration – 60 Days



## FIRST 30 DAYS

### Focusing on Spoken English

- ✓ Live Interactive Classes – 24 Sessions (1 Hr each)
- ✓ Conversation Labs
- ✓ Pan India Conversation Labs
- ✓ Grammar Classes
- ✓ Communicative English, Business English Training
- ✓ Doubt Clearing Sessions

# SECOND 30 DAYS

## Focusing on Soft Skills, Interview Skills, Personality Developments

- ✓ 18 Live Interactive sessions – 2 Hours each
- ✓ Activity oriented classes
- ✓ 1- Offline training
- ✓ Expert faculty with 20 years of experience
- ✓ Mock interviews
- ✓ Group discussions
- ✓ Grooming training



## Areas we Cover

- Goal setting and Execution, Know yourself, Ownership and Self discipline
- Perception, Individual Decision Making, Personality, Empathy, Assertiveness and Attitude
- Reflective Learning, Emotional Intelligence, Self-Discovery and Goal Achievement
- Group Dynamics, Coordination and Collaboration, Business Chemistry, Global Virtual Teams
- Creative Thinking, Negotiation and Persuasion, Conflict Resolution, Time Management
- Building Awareness, Art of Journaling, Stress Management, Motivating Yourself

## Soft skills we are covering

- Counselling – Career Exploration and Planning
- MS Office – Word, Excel, PPT, Use of AI
- Emails and Letters Use of ChatGPT
- Building a Professional Online Presence
- Resume Writing and Cover Letter Crafting Activity/  
Assignment for Week 1 Prepare 3 resumes for  
3 different job roles Create/ Rework LinkedIn profile.
- Listening and Speaking Skills
- Reading Skills, Vocabulary
- Personality and Grooming
- Personal Branding and Self- Marketing Activity/  
Assignment
- Emails for different scenarios Prepare 3 PPTs, Excel  
Database Vocabulary and Reading assignments  
Reading, Writing habits

- 10 A 12 Point Framework – Nuances of Corporate world
- Interview Preparation, Group Discussions
- Pathway to Success
- Mind Matters Activity/ Assignment for Week 3 Conduct a Personal time audit SMART Goals Setting
- Offline Session Feedback on activities, Interviews, GD Presentation, Grooming Roleplays
- Self Awareness 1
- Self Awareness 2
- Workplace Dynamics 1
- Workplace Dynamics 2
- Revision and Feedback. Closure of Program



*Thank You!*

