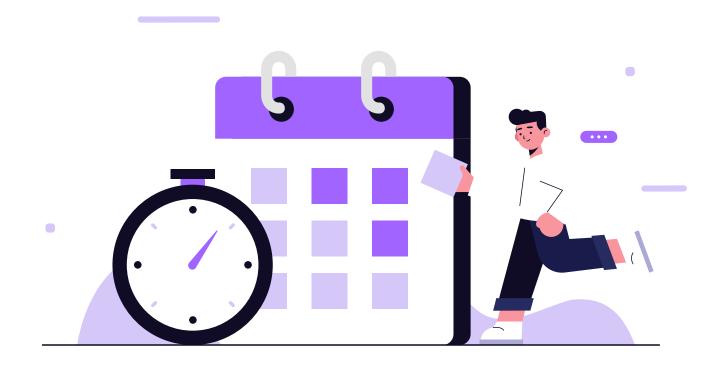


EMPLOYABILITY AND PERSONALITY TRAINING



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

- Activity oriented classes
- 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 Al
- 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 LinkenIn 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
- Offine 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 How!

