Personality Development

Spoken English

Framing of sentences
Conversation Practice
Business Vocabulary

Time management

Why Time Management,
Pillars of Time Management
Planning
Prioritizing
Scheduling

Campus to corporate

Need for transformation
Adaptability
Professional conduct
Teamplaying
How to manage your boss
Ability to work under pressure

Anger and Stress Management

Understanding Anger
Dangers of Anger
Managing Anger
Empathy
Dealing with Stress

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Presentation Skills

Public Speaking
Preparation
Organization of content
Content of presentation
Audience Handling
Effective presentation
Delivery

Telecommunication Etiquettes

Telephone etiquettes
Receiving calls
Transferring calls
Telephonic interview
Taking message
Making outgoing calls

Interview skills (the art of getting selected)

Interview insights
Personal Interview - Interviews are the gateway to the Corporate World. Hence, it is vitally important to be familiar with the Do's and Don'ts of attending a job interview.
Group Discussions - Group discussions are important method for employers to select prospective candidates. The students need to portray the right skills in limited amount of time.
Mock interviews - We train participants through mock interviews

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