

Training Topics for Freshers

1. Public Speaking

(5 hrs)

- *Introduction to the 3D framework of Public Speaking*
- *Structuring of speeches*
- *The art of story telling*
- *Incorporating storytelling to make speeches more impactful*
- *Introduction to Non-Verbal aspects of Public Speaking*
- *Speech delivery techniques*

2. Non Verbal Communication

(2 hrs)

- *The science of Body Language*
- *Decoding aspects of Body Language*
- *Do's and Don'ts*

3. Targeting Stage Fear

(4 hrs)

- Understanding the origins of Stage Fear (Activity & Evaluation)
- Identifying Fear provoking thoughts
- Exploring the worst case scenario (Activity & Evaluation)
- Controlling your thoughts
- Tools to help

4. Interview Image- Making Lasting First Impressions

(1h)

5. Interview Skills- Handling questions skillfully (including mock interviews sessions) (**4 hrs**)

6. Corporate Etiquette

(3 hrs)

- *Introduction to Corporate Image*
- *Corporate do's and don'ts*

- *How to use your personal image as a corporate assets*
- *The art of introductions to maximize your sphere of influence*

7. Social Etiquette

(2 Hrs)

- *International social etiquette*
- *Modern Protocol*
- *Do's and Don'ts*
- *Effective social skills*
- *Common courtesies*
- *Art of being a gracious host and a good guest*

8. Dining Etiquette

(2 Hrs)

- *Everyday dining etiquette for business*
- *Restaurant etiquette, Dining with clients*
- *Table setting*
- *Raising a toast*
- *Western dining styles*

9. Corporate grooming and styling

(2 hrs)

- *Introduction to Corporate Image*
- *Various levels of corporate dressing*
- *Develop a style at the work place*
- *Dress for success according to your body shape*
- *Grooming tips*

Training Topics for Corporate

1. Introduction to Soft Skills through practical workshop

(15 hrs)

2. Public Speaking

(5 hrs)

- *Introduction to the 3D framework of Public Speaking*
- *Structuring of speeches*
- *The art of story telling*
- *Incorporating storytelling to make speeches more impactful*

- *Introduction to Non-Verbal aspects of Public Speaking*
- *Speech delivery techniques*

3. Non Verbal communication

(2 hrs)

- *The science of Body Language*
- *Decoding aspects of Body Language*
- *Do's and Don'ts*

4. Interview Image- Making lasting first impressions

(1 hr)

5. Interview skills- Handling questions skillfully (with mock interview sessions) **(4 Hrs)**

6. Targeting Stage Fear (4 hrs)

- *Understanding the origins of Stage Fear (Activity & Evaluation)*
- *Identifying Fear provoking thoughts*
- *Exploring the worst case scenario (Activity & Evaluation)*

- *Controlling your thoughts*
- *Tools to help*

7. Business Etiquette

(3 hrs)

- *Introduction to Corporate Image*
- *Corporate do's and don'ts*
- *How to use your personal image as a corporate asset*
- *The art of introductions to maximize your sphere of influence*
- *How to use your personal image as a corporate asset*

8. Social Etiquette

(2 Hrs)

- *International social etiquette*
- *Modern Protocol*
- *Do's and Don'ts*
- *Effective social skills*
- *Common courtesies*
- *Art of being a gracious host and a good guest*

9. Dining Etiquette

(2 hrs)

- *Everyday dining etiquette for business*
- *Restaurant etiquette, Dining with clients*
- *Table setting*
- *Raising a toast*
- *Western dining styles*

10. Corporate grooming and styling

(2 hrs)

- *Introduction to Corporate Image*
- *Various levels of corporate dressing*
- *Develop a style at the work place*
- *Dress for success according to your body shape*
- *Grooming tips*

