

Soft Skills Training

Courses

❖ **Spoken English Classes**

- For Beginners & Intermediate
- One hour class. Sat & Sun off.

Details about the course: Basic greeting etiquettes, Sentence building & Basic Communication practices at office, social gatherings etc.,. Basic etiquettes in Email writing.

(Basic will be common for all those who start this course (unless you have group of at least 5 to start with intermediate).

❖ **Intermediate:**

- Completion time: Minimum 1 month to Maximum 3 months , depends on how student grasp.
- This for the people who know basic , but are weak in sentence building and confidence. Accent and body language while speaking Interaction with people at social gatherings. Role plays.

❖ **Personality Development Programs**

- For Beginners & Intermediate
- 20 hours, Sat & Sun off.

Details of the course: Communication skills at office and using of Social networking. Basic official e-mail writing. Personality grooming like dress sense, body language and self presenting skills. Office Etiquettes & Dining Etiquettes.

❖ **Interview Skills**

- For those who looking for job, or change in job, high profile or aspiring to get selected in multinational companies
- 10 hours , Sat & Sun off.

Details of the Course: Comprehension training on Resume writing, Responding to Hr emails & sending resume to e-mails, Grooming & Dress code for interview, Time management, Basic preparation before the interview. Role plays - will be conducted in class, for practical experience of the interviews. (Telephonic round and Hr round).

Trainer Profile:

Management Graduate , with 5 years in Bpo's like Infosys & J P Morgan chase.

2 years in student Counseling & Co-coordinator with University of Sikkim Manipal Distance Learning.

2 years ,Trained at Systems domain on Personality Grooming, Communication skills & Interview skills.

Freelance Training Projects: Conducted Few Training Programs in Organizations.....one of such is..

Soft skills training at LTA(Lotus Training Academy) Grooming & selling skills for Lakme & Ponds sales team.

Venue:- Prakruti play home building,

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