



Employability Skills Training

What are Employability Skills?

Employability skills are those skills necessary for getting, keeping and being successful in a job.

Personal Development

Communication Skills

Time Management

Teamwork

Interpersonal Skills

Leadership

Mastering Interview Skills

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Personality Development module

Personal development is all about having the right attitude towards work and the organization you work for. Employers look for people who are keen to develop and learn.

Personal development is also concerned with how individuals evolve their working practices and attitudes to work. Self-motivation and confidence are key areas of personal development as is personal appearance and how others perceive you.

TOPICS COVERED :

- 1) DEFINING NEED OF LIFE
- 2) The Power of FOCUS
- 3) AKRASIA and PARADIGMS
- 4) ESSENCE OF CHANGE
- 5) MEANING OF SUCCESS
- 6) QUALITIES OF A SUCCESSFUL
- 7) MEANING OF AIM
- 8) WHAT IS PERSONAL

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- 9) GROOMING AND APPEARENCE
- 10) PERSONAL HYGIENE
- 11) GOOD MANNERS
- 12) BODY LANGUAGE
- 13) FACIAL EXPRESSION
- 14) POSTURE
- 15) ATTITUDE
- 16) DISCIPLINE
- 17) SINCERITY
- 18) HARDWORK
- 19) PUNCTUALITY
- 19) CREATIVITY
- 10) INTEGRITY & MORALITY
- 11) ESSENTIAL SKILLS TO DEVELOP
- 12) BOSS COMMUNICATION
- 13) PERSONAL LIFE
- 14) MANAGEMENT EXPECTATIONS

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Communication skills module

Developing Effective Communication Module contains the following topics:

TOPICS COVERED :

- 1) Basics of COmmunication- Understanding and Effective usage and Inportance
- 2) Barriers of Communication
- 3) Shannon's COmunication Model
- 4) Types of Communication
- 5) Verbal Communication
 - Written and Email
- 6) Hearing and Listening
- 7) Non-Verbal Communication
 - Eye Contact
 - Facial Expression
 - Gestures
 - Posture and Body Orientation
 - Proximity
 - Paralinguistic
 - Humor

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- Telephone Etiquettes - Very useful for BPO and Customer Services and Office conversations
- 8) Essentials of COmmunication DO's and DONT's
- 9) Improve Existing level of Communication & Benefits
- 10) Telephone Etiquettes - Very useful for BPO and Customer Services and Office conversations
- 11) Listening Skills
- 12) Questioning - Useful in interviews, Information Gathering, Adminstrative reporting, Client requirements gathering.

TIME MANAGEMENT

TOPICS COVERED :

- 1) Management Time
- 2) Drawbacks of Time Mismanagement
- 3) Secrets of Manageing TIME
- 4) Tools Used to Manage TIME
- 5) Benefits of Time Management

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TEAMWORK SKILLS

TOPICS COVERED :

- 1) What is Team
- 2) What of Teamwork
- 3) Team Fundamentals
- 4) Trouble Shooting Team Issue
 - Task Issues
 - Relationship Issues
 - Conflict Management

Presentation Skills

TOPICS COVERED :

- 1) Basic Steps of Presentation Skills
 - Strategy
 - Structure
 - Presentation Style
 - Handling Questions

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Leadership Skills

TOPICS COVERED :

- 1) What is Leadership Skills
- 2) Qualities of a Leader
- 3) Different Styles of Leadership
- 4) Leader Vs Manager

Mastering Interview Skills

TOPICS COVERED :

- 1) Objective of Interview
- 2) Watch the Body Language
- 3) Typical Questions
- 4) Competency Based Interviews
- 5) Matching Skills to Requirements
- 6) Your Answers

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- 7) Qualities Employers Seek
- 8) Competencies Required by Company
- 9) Your Questions
- 10) Interview marking Sheet
- 11) Interview Rating Scale
- 12) What creates a Bad Impression
- 13) After the Interview
- 14) Telephone Interviews
- 15) Other Types of Interviews
- 16) Psychometric Tests
- 17) Preparation is the Key to **SUCCESS**

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