



GRACE Training Academy

(Don't Believe in Us, But! Put Faith in Us!)

2 Months Soft Skills Training Program

	Course Name	Soft Skills Program
1	No. of Classes per day	1
2	No. of Classes per week	5
3	Duration of 1 Class	1 Hour (approx.)
4	Total Fees of the Program	Rs. 4000/-

Soft Skills Program

Week	Syllabus
1	Attitude Building
2	Anger Management
3	Work/Social Etiquettes
4	Effective Communication Skills
5	Enhancing Leadership Skills
6	Time Management
7	Stress Management
8	Management Skills

Note: We also have training programs: Public Speaking, Presentation Skills, Resume/CV Preparation, Group Discussion/ Personal Interview Training and Spoken English Program.