TRAINING PROPOSAL

FINE LINE TRAINING SOLUTIONS

TRAINING PROPOSAL

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ABOUT US

Fine Line Training Solutions is located in Gurgaon and is happy to offer its expertise in Corporate Training. Our tried and true system is based off over 15 years cumulative experience shared between our trainers. We pride ourselves on setting up our clients for success in Corporate Training and are sure that you will leave our sessions more prepared than you have ever been before to achieve excellent results.

The Training Process:
- Gap analysis and need assessment
- Training options and action plan
- Instructional and curriculum design
- Training implementation
- Measurement and evaluation

Training Outcomes:
- Employee advancement
- Improve your productivity, customer satisfaction and employee morale

WHAT'S IN IT FOR ME?? WIIFM

The pedagogy of the program has been designed to solve the problem of English communication empathetically and as the course progresses the participants will find more ease in understanding quintessential skills of Business English Communication and overall Personality Development. The program will ensure an enhancement in the personality of the participants' through the discussions of various cases specifically designed for the program. The training has been structured in order to facilitate the participants to use the program content in future for employment.

TRAINING METHODOLOGY

1. **Instructor Presentation**:-
   The trainer orally presents new information to the trainees, usually through lecture. Instructor presentation may include classroom lecture, seminar, workshop, and the like.
2. **Group Discussions**:-
   The trainer leads the group of trainees in discussing a topic.
3. **Demonstration**:-
   The trainer shows the correct steps for completing a task, or shows an example of a correctly completed task.
4. **Assigned Reading**:-
   The trainer gives the trainees reading assignments that provide new information.
5. **Exercises**:-
   The trainer assigns problems to be solved either on paper or in real situations related to the topic of the training activity.
6. **Case Study**:-
   The trainer gives the trainees information about a situation and directs them to come to a decision or solve a problem concerning the situation.
7. **Role Play**:-
   Trainees act out a real-life situation in an instructional setting.

TRAINING SESSIONS

Developing Personal and Professional Capabilities: Our training sessions are meticulously planned by our trainer and are designed in a manner geared toward the maximization of efficiency. Your time is valuable, and so is ours, so our goal is to best prepare you while taking up the least amount of your time possible.

Your training will be conducted by our trainers over sessions planned in accordance with the discussion. Training sessions will be comprised of both activities and lectures that will touch upon the following:
1. Allow active participation of the learners.
2. Help the learners transfer learning experiences from training to the job situation.
3. Provide the learners with knowledge of results about their attempts to improve.
4. Provide some means for the learners to be reinforced for the appropriate behaviour.
5. Provide the learners with an opportunity to practise and to repeat when needed.
6. Motivate the learners to improve their own performance.
7. Help learners increase their willingness to change.

Course Outline
Body Language
Business Etiquette
Business Writing
Communication Skills
Case Studies and Roleplays
Interview Skills
Presentation Skills
Soft Skills Training

TRAINING SCHEDULE

The Trainer shall conduct the Corporate Training sessions in accordance with the schedule decided post discussion.