

# Com/Interview Skills Training Contents

S.NO	Module	Module Time Stamps	Module Description
1	Module 1	1 Hour, 15 Mins	<p>Prefix Analysis:</p> <p>Understand the candidate requirement, gaps in communication, confidence scale, Mapping training drive, Pre Training interview, Explanation of Training modules, Preparation of skills gaps, and communication skill assessment.</p> <ol style="list-style-type: none"> <li>1. Introduction to communications,</li> <li>2. Articles of communication,</li> <li>3. Structure of effective communication</li> <li>4. Sample Communication Movies</li> <li>5. Type of communication</li> <li>6. Qualities of effective communications</li> </ol>
2	Module 2	1 Hour	<p>Listening &amp; Speaking Skills</p> <p>Starts with a brief introduction synopsis on listening skills, the ART</p> <ol style="list-style-type: none"> <li>1. Listening skills</li> <li>2. Speaking skills</li> <li>3. Feedback Process</li> <li>4. Make yourself most attractive in the crowd</li> <li>5. Tap and Go Art</li> <li>6. Listen for a purpose</li> <li>7. Do's and Don'ts of listening skills</li> <li>8. Art of establishing mature eye contact</li> </ol>
3	Module 3	1 Hour	<p>Confidence &amp; Interview Art</p> <p>Starts with a candidate briefing on past experiences in interviews, their confidence, and failures</p> <ol style="list-style-type: none"> <li>1. How to build confidence during interviews</li> <li>2. How to prepare the mind for an interview.</li> <li>3. Sample Mock interview session</li> <li>4. Tackling the most difficult interview situations</li> <li>5. Common interview questions</li> <li>6. Boosting your confidence</li> </ol>

4	Module 4	1 Hour, 15 Mins	<p>Interview questioning:</p> <ol style="list-style-type: none"> <li>1. Common questions</li> <li>2. Best introduction art</li> <li>3. Round Robin Question</li> <li>4. How to tackle round-robin questions</li> <li>5. Reverse Questioning</li> <li>6. How to do salary negotiations</li> <li>7. How to makeover your body language</li> <li>8. Facial Expression and power to attract your HR Attention</li> </ol>
5	Module 5	1 Hour, 15 Mins	<p>Group Discussion:</p> <p>This segment Contains modules to perform a versatile and point-to-point group discussion.</p> <ol style="list-style-type: none"> <li>1. What is group discussion?</li> <li>2. How to sync your voice with others?</li> <li>3. Do's and Don'ts of GD?</li> <li>4. Sample GD with Trainer?</li> <li>5. Practice GD</li> <li>6. Common GD topics from the Trainers' end</li> <li>7. GD topics from the Candidate choice pack</li> </ol>
6	Module 6	1 Hour, 15 Mins	<p>Non-Verbal Communications:</p> <ol style="list-style-type: none"> <li>1. Gestures</li> <li>2. Facial Expression</li> <li>3. Posture and Body Orientation</li> <li>4. Boredom or Lack of Interest</li> </ol> <p>Practice using sampling videos and video calls with a trainer.</p>
7	Module 7	1 Hour, 15 Mins	<p>Emotional Intelligence</p> <ol style="list-style-type: none"> <li>1 How does emotional intelligence work?</li> <li>2. Controlling emotional breakdown during the interview process.</li> <li>3. Mastering emotional connectivity.</li> </ol> <p>psychometric session on emotional intelligence</p>
8	Module 8	1 Hour	<p>Extempore:</p> <p>This session includes the art of mining information on any wanted/unwanted topic during interviews.</p> <ol style="list-style-type: none"> <li>1. What is extempore?</li> </ol>

			<ul style="list-style-type: none"> <li>2. Do's &amp; Don'ts</li> <li>3. Art of mastering your speaking efficiency.</li> <li>4. Creating an impact on HR managers during extempore.</li> <li>5. Extempore practice on Self-selected topics and then on a random topics</li> </ul>
9	Module 9	1 Hour, 15 Mins	<p>Interviewing Elite Core Competencies build-up:</p> <ul style="list-style-type: none"> <li>1. Preparing for an interview.</li> <li>2. opening of an interview</li> <li>3. Giving information</li> <li>4. build rapport</li> <li>5. information gathering from an HR manager</li> <li>6. Closing of an interview</li> </ul>
10	Module 10	1 Hour, 15 Mins	<p>Reading HR Mind Set:</p> <p>this module will make you learn the mind-set of HR where you will get capable to read their mind-set and prepare your brain stock accordingly. Here we will talk about HR managers, their personalities, and reaction methods to answer their negligence. We will take sessions to understand and identify such unwanted situations that occurred related to their mind-set.</p>
11	Module 11	1 Hour	<p>Mock Interviews:</p> <ul style="list-style-type: none"> <li>1. Mock Interview with trainers on voice.</li> <li>2. On Face time/Skype/Zoom</li> <li>3. Dummy interview with random opening calls.</li> <li>4. Dummy interview with makeup details</li> </ul>
12	Module 12	1 Hour, 15 Mins	<p>Past Inter sharing &amp; Pre-focus preparation.</p> <ul style="list-style-type: none"> <li>1. Judgement day.</li> <li>2. Align up your training skills</li> <li>3. Prepare FAQ.</li> </ul>