

This workshop is designed keeping in mind the ever changing need of young graduate students who are yet to step into corporate arena or new young dynamic professional who have just started their careers and need to prove their mantle.

This workshop will help brush all your skills and develop you into an individual with lots of self confidence and would help you in conducting yourself with aplomb.

### **Soft skills & Business communication workshop \_45 hours**

- What are soft skills?
- Importance of communication skills
- Ways of effective communication
- Barriers in effective communication
- Dismantling your assumption and prejudices
- Communication affected by your history and experiences
- Importance of Non verbal communication
- Role of Body language and communication tone
- Communication cycle
- Fear of communication – Group as well as interpersonal
- Self Introduction skills
- Making right and lasting impression
- Building business relationship with powerful communication
- Importance of Grooming
- Email Etiquette
- Phone Etiquette
- Confidence building through Role plays
- Effect of time and location on communication
- Improving Spoken English
- Grammar correction on need basis
- Correct Pronunciations
- Usage of correct tone – Stress on Ponetics
- Improving reading comprehension
- Improving listening skills by audio clips

**A complete module is of 45 hours. This can be taught over weekends or weekdays before office hours depending on the work commitment of an individual.**

**You can avail group discounts for more than 5 members.**

***Please call to understand the module and your need. The trainer is capable of analyzing the need of an individual and based on the need the course is suggested. Kindly give a call to understand.***