

SE-PPD



CURRICULUM

English Communication - Basic (8 Weeks) Program

» Fundamental of English The Kick Start

- Practical Grammar
- Essence of Communication
- General Communication Concepts
- Stress of noun, verb and Adjectives
- Punctuation and it's usage in sentence formation
- Vocabulary building to encourage and communicate Effectively and Diplomatically

» Essence of Communication The Stepping Stone

- Self Introduction and others
- Public Discourse and presentation
- Public speaking and Role-plays
- Dealing with Fear and Hesitation
- Extempore & Story Coining
- Knowing your audience
- Practice Class

» Probing & Refining Techniques The Finishing

- Fundamentals of Interview
- Mock Interviews
- One-o-One Sessions
- Personalized Feedback

» Corporate Communication & Understanding Smart Communicator

- Frequent errors in business writing

- Introduction to Business communication
- Different Stages of Communication
- Cycle
- Types of Communication(Verbal and Non Verbal)
- Business Letters, Email-Etiquette

» Personality Enhancement The Leader

- Leadership Development
- Team Building and Inter-
- Personal Skills
- Corporate Etiquette (as in a corporate)
- Stress management
- Time Management-1 and Goal Setting

» Group Discussions

- Fundamentals of Group Discussion
- Tips to Crack G.D
- G.D Sessionss
- Comprehension of G.D Graph

English Communication - Advance (10 Weeks) Program

» What Makes A Winning Personality Winning Edge

- Introduction to Business Writing
- Verbal Communication and It's Importance
- Role Plays and Group Dynamics
- Role of Communication
- Listening Skills
- Barriers and gateways of communication
- 7'c of Communication
- ASK C(2)Concept

» Communication Enhancement and Beyond

- Listening in public speaking
- Speaking on Various Topics
- The skill of making presentation
- Planning and practice of public speaking
- Techniques of Effective speech

» Mantra for Success

The Perfectionist

- Negotiation skills
- Mock Interviews
- Role-plays
- Self Confidence
- SWOT
- Analysis
- Resume writing

» Personality Development

Corporate Orientation

- Conflict Management
- Leadership Skills-2
- Stress/Time Management-2
- Behavior Analysis
- Success Management and Failure
- Management

» Executive Grooming

A Smarter You

- Inter-Personal Skills in Corporate
- Cross Cultural Communication
- Client Handling/Sensitivity
- Professional etiquette(as an individual)
- Internal Communication
- Change Management
- Organizational Skills

» Correcting MTI's

- What is Accent
- Staircase Intonations
- Accent Correction
- Phonetics
- Voice Modulation
- Accent Neutralization

» Body Language

- Cross Cultural
- Inter-Personal Body Language
- Know your Body Language
- Handling Perceptions
- Rapport Building

» Aptitude and Reasoning Preparation

- Aptitude Preparation
- Reasoning Preparation
- Logical Reasoning
- Verbal Reasoning
- Non Verbal Reasoning

Partners :



Java



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