



Put Your **Best Foot Forward**
..... Bridge to a successful career

Duration: 15 weeks

Weekend Batches- Saturday

Module 1: CAREER BUILDER

(Effective Communication Skills to Fast Track your Career)

Building the Foundation

- English Grammar

Word Builder

- General & Business Vocabulary
- Idiomatic English

Common Errors

Confident Conversations -

- Diction & Pronunciation, Fluency Drills
- Overcoming MTI (Mother Tongue Influence)

Module 2: CAREER SMART

(Personality Development for Career Growth)

Personality Development & Corporate Etiquette

- Grooming, Self-presentation, Introductions, Greetings, Body Language
Non-verbal Communication

Oral Skills Topics:

- Presentation Skills.
- Group Discussion Preparation.
- Effective Interview skills and techniques.

Writing Skills Topics:

- Effective Resume writing.
- Business writing skills- emails, etc.

Training Methodology:

- Experiential and highly interactive. Concepts will be imparted using discussions, audio and video clips, Role plays, extempore speech, songs, movies and quizzes.
- Reading material and assignments will be given each week to ensure participant commitment and responsibility towards their learning.
- Quizzes and relevant training activities will be conducted during the sessions to test them on a regular basis.