**TOPICS - EXPOSURE TO PERSONAL SKILLS**

**Day 1 -** **Grooming and Etiquette / Personality Development**

Personal Hygiene, Professional Dressing Protocol, Enhancing Interpersonal business relationships,Deportment, Creating a positive professional image, Handling Interviews Effectively, Adaptability, Behavioral Do’s and Don’ts.

**Day 2 –** **Goal Setting**

Importance of direction in life, Dreaming Vs goal setting, How goal setting affects our mind, Steps for goal setting, Personal and professional goal setting, SMART goals, Identifying & overcoming obstacles, Action plan, Reasons for not setting a goal, Negative attitude, Lack of ambition, Staying focused to achieve goals, Setting goals at workplace, Persistence & Continual Improvement , Short Term and Long term goals.

**Day 3 –** **Effective Oral Communication**

Definition and Importance, Oral Vs Written communication, Improving Oral Communication, Grammar ,Effective Listening, Content Vs Context, Rapport Building and conversation skills, Common Courtesies.

**Day 4 –** **Effective Written Communication**

Types of written communication, Formal Vs Informal communication, Challenges & overcoming challenges in written communication, Developing a writing style, Workplace writing, Thumb Rules for written communication, Word limits & Verbiage, Sentence Overload, Paragraphs & Punctuations, Drafting a formal letter, Proof reading, Do’s & Don’ts in formal communication.

**Day 5 - Creative Thinking & Problem Solving**

Definition of Creative thinking, Thought Process, Blocks to Creative thinking, Creativity and Risk Factor, Defining & Analyzing a problem,, Brainstorming, Generating Creative & Logical Solutions, Plan of Action, Functions of Left and Right Brain, Optimal thinking.

**COURSE DETAILS**

Training Calender : **35 classroom hours**

No. of days : **05 working days**

Commercials: **Rs.2500/- per participant**