

- Coordination in Teams
- Assertive Communication while Dealing with Teams
- Balancing Team Needs and Individual Needs



YOU WILL LEARN HOW TO DO:

- Goal-setting and achievement
- Inner strength development
- First impression mastery
- Confident interaction with diverse individuals
- Effective communication and results-oriented messaging
- Optimal presentation structure and delivery
- Improved email communication proficiency
- Stress management techniques for the workplace
- Enhanced active listening skills for better understanding
- Conflict resolution strategies
- Overcoming communication barriers for effective expression.



HIRING STUDIOS



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CAMPUS TO CORPORATE TRAINING:

Campus to Corporate Training is a specialized program aimed at helping students smoothly transition from their academic life to the professional corporate world. It focuses on enhancing essential soft skills like effective communication, time management, and the necessary mindset shift. Additionally, the training provides tools for goal setting, teamwork, and stress management to empower fresh graduates. The ultimate goal is to bolster confidence and equip them with the skills needed for a successful career in the corporate sector.





OBJECTIVE OF THE PROGRAM:

- Enhancing students' communication: spoken, written, and presentation skills for success
- Offering practical career guidance and corporate expectations for professional success
- Equipping students for a seamless transition into professional corporate environments
- Guidance on resume writing, interview skills, and corporate etiquette learning
- Fostering confidence, self-esteem, and a positive attitude for transformative personal growth.
- Addressing personal development challenges through interactive Q&A sessions and detailed discussions.



TRAINING TOPICS:

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|------------------------|----------------------|
| • Communication Skills | • Listening Skills |
| • Verbal | • Writing Skills |
| • Non-Verbal | • Questioning Skills |



GOAL SETTING:

- | | |
|-----------------------------------|--------------------------|
| • Importance of Mission Statement | • Procrastination |
| • Establishing SMART Goals | • Formulation of Goals |
| | • Visualization of Goals |



TIME MANAGEMENT:

- | | |
|--------------------------------|-------------------------------------|
| • Prioritization | • How to get away from Distractions |
| • Dealing with Difficult Tasks | • Work-Life Balance |
| • Getting Organized | |



BUSINESS ETIQUETTE:

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|-------------------------------|---------------------------------|
| • Making the First Impression | • Grooming and Personal Hygiene |
| • Importance of Handshakes | • Body Language |
| • Business Card Etiquette | • Telephone & email Etiquette |



PRESENTATION SKILLS:

- Fundamentals of an Effective Presentation
- 5 P's of an Effective Presentation
- Importance of Visual Aids
- Understanding and Overcoming Fear
- Public Speaking
- Importance of Managing Voice and Language
- Managing Question and Answer Session



CONFLICT MANAGEMENT:

- Creating a Win-Win situation
- Negotiation and Persuasion
- Dealing with Aggressive Behavior
- Different Styles of Handling Conflicts
- Dealing with Emotions
- Conflict Resolution Strategies
- Tools and Techniques for Conflict Management



ROLE OF ATTITUDE:

- Positive mental attitude
- Career Planning
- Stress management
- Anger management



FACING INTERVIEW:

- Preparing to face interviews
- Group Discussion
- Resume Building
- Body language, Grooming & Dressing



INTERPERSONAL AND TEAM SKILLS:

- Initiating Small Talks
- Managing Relationships
- Understanding the Cultural Diversity
- Teambuilding Process and Techniques

