

A) :Public Speaking

Target Participants: Professionals & Students

Duration : 24 hrs. (Preferably 2 hours each on Weekends)

Outcome: A Confident and Wonderful Speaker

Pre-requisite:

- Have an open mind
- Have basic knowledge of English

Course Description: This course covers the following areas:

- How to improve your Voice
- Improve Listening Skills
- Oh! Mind: Let me Tame you
- Learn How to Pause and Pace; get Rhythm
- Body Language- Posture & Gesture
- Develop Emotional intelligence
- Articulation
- Give Effective Presentation
- How to handle Questions and Respond to them

B) Personality Development

Target Participants: Professionals & Students

Duration: 24 hrs

Course description: These skills and behavioral attributes are important to attain success.

The course is designed to develop:-

1) Personal Skills

- Understanding strengths & opportunities for improvement
- Goal setting
- Motivation
- Time Management
- Assertiveness

2) Interpersonal Skills

- Team work/Group behaviour
- Conflict management and negotiation skills
- Etiquette (Work, e-mail, phone, conference & social gathering)
- Personal grooming
- Case studies, experiential sharing, live examples on happenings around in an interactive way.

Benefits on course completion: The participants will

- Develop greater self esteem and self confidence
- Effectively cope with situations(fear, anxiety & stress)

c) The following job oriented courses are offered by expert faculties

Sl. No.	Course	Duration
1	IELTS	30 hours (on weekdays or Weekends)
2	PTE	-- Do-----
3.	Basic Computer Class (MS Office), Word, Excel & Power point	1 month (1 hour/day)