

EDvantage Learn

EDucate, Empower, Evolve



Design your Future

Design your future is a program created by EDvantage keeping in mind the interview process in totality.

We will **EDucate** you on creating an effective resume. We will **Empower** you with some effective interview tools that will help you excel in your interview. We don't stop there, we will also help you **Evolve** by teaching you how to manage yourself at the workplace.

All these together will give you the **EDGE** over your competition



Design your Future

Topic	Description	Focus areas	Time
Preparing a resume	Think of a resume as a tool for marketing yourself. It's more than just a document. It outlines your background, your skills and your education so that a potential employer is quickly and easily able to see how your individual experiences can contribute to a company's success.	<ul style="list-style-type: none"> • Importance of a resume • Difference between Resume and CV • Creating a right template • Achievements • Usage of action verbs 	180 minutes
Applying for Jobs on portals	A job portal, also known as a career portal, is a modern name for an online job board that helps applicants find jobs and aids employers in their quest to locate ideal candidates.	<ul style="list-style-type: none"> • How do Job portals work • Introduction to Job Description and Job Profiles • Usage of Key words • Most effective job portals 	60 minutes
Preparing for Interviews (Basic)	The interview process is a multi stage process of hiring new employees. Preparing for interviews helps you feel more in control and will help you appear calm and confident. It's an opportunity to understand the role and organization even before you start working with them. Understand if it aligns to your career goals and current job priority/preferences.	<ul style="list-style-type: none"> • Things to know • Preparing a check list • Common interview questions • Research the company • Research the organisation • Body Language • Dressing up for an interview • Psychometric assessment • Mock Interview • Type of Interviews 	240 minutes

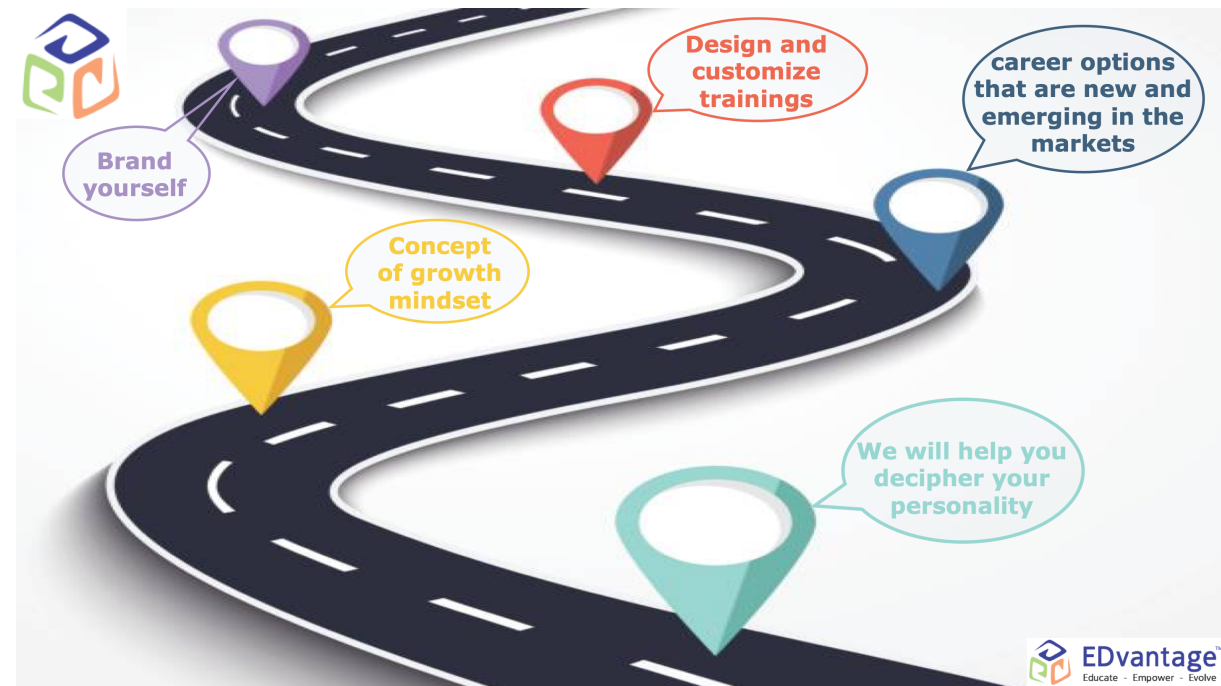
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Creating a LinkedIn profile	<p>Having a LinkedIn profile is important because it is a great way to network and connect with hiring managers and recruiters. It doesn't take long to set up your profile and if you are job hunting you can eventually land the right career by connecting with others.</p> <p>LinkedIn hosts more than 500 million professional profiles, which means nearly an unlimited supply of network connections and job opportunities. From seeking a new job to maintaining your personal brand, LinkedIn is an important part of being a full-fledged professional in any industry these days.</p>	<ul style="list-style-type: none"> • Importance of LinkedIn profile • Creating a 5star LinkedIn Profile • Building Connection • Learning with LinkedIn • Job Opportunities 	240 minutes
Introduction to MS Office	<p>Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. It mainly consists of Word, Excel, PowerPoint, Access, OneNote, Outlook and Publisher applications.</p>	<ul style="list-style-type: none"> • Introduction to MS Office • Introduction to MS Excel • Introduction to MS word • Introduction to MS Outlook 	480 minutes
Email Etiquettes	<p>Email is a form of communication. Like written letters, telephone conversations and face-to-face speech. Email is guided by etiquette. It is about respect and common sense. The same respect and professionalism you expect others to show you is also crucial when writing your own communications.</p>	<ul style="list-style-type: none"> • Importance of Email etiquette • General format • Importance of subject • Elevator speech • Detailing an email • Table of content • Introduction to email calendar 	240 minutes

Begin, to Begin

Begin, To Begin has a unique roadmap where we start of by deciphering the child's unique personality and then help them create powerful visions for their future based on curriculum that encourages independent thinking.

Learning is customized to the child's individual vision for WHO they aspire to be and we believe this approach helps in putting their authentic selves over the pressures of who they are expected to be.

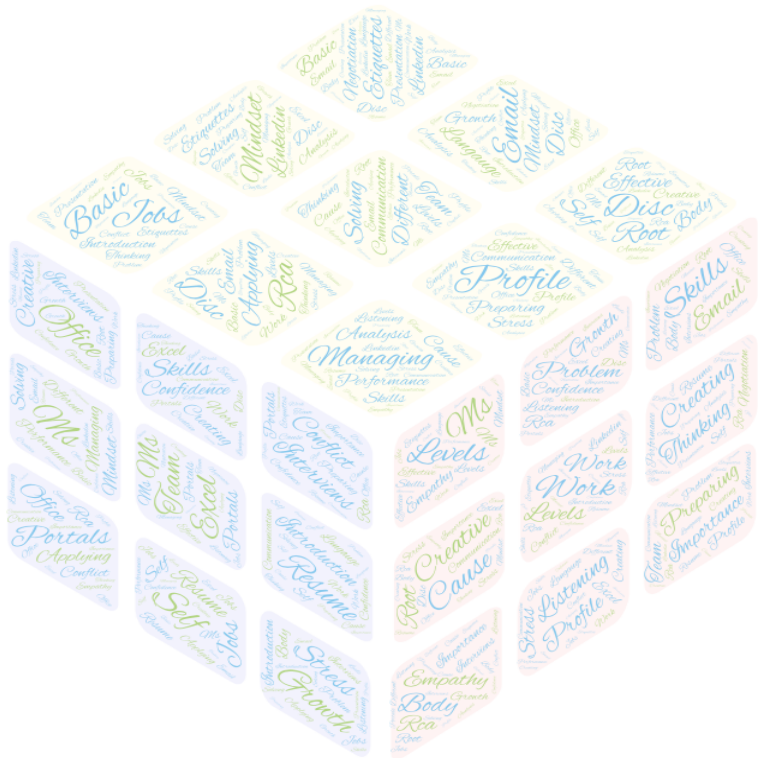


Begin, to Begin

Topic	Description	Focus areas	Time
DISC Profiling	DISC will help you measure your personality and behaviour styles. It does not measure intelligence, aptitude, mental health and values. DISC profile describes human behaviour various in situations, for e.g. how you respond to challenges, how you influence others, your preferred pace and how you respond to rules and procedures.	<ul style="list-style-type: none"> • Description of Profiles • Features • Behaviour • Motivation 	120 minutes
Growth Mindset	“In a growth mindset, people believe that their basic abilities can be developed through dedication and hard work - brains and talents are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishments”	<ul style="list-style-type: none"> • Concept of Growth Mindset • Power of Yet • How to Install GM 	240 minutes
Career Opportunities	A career is often composed of the jobs held, titles earned and work accomplished over a period of time. Competitions and challenges are a part of today's world and to achieve your goals it's important to plan your career opportunities accordingly.	<ul style="list-style-type: none"> • Factors in choosing a career • Stages to a successful career • Steps for career development • Career Planning process 	240 minutes
Customised training	Every person has different skills and hence the enhancement of the skills need to be tailor made. Based on your personality and interests our trainings is designed to enhance your requirements.	<ul style="list-style-type: none"> • Life Skills • Personality development • Interpersonal Skills 	Varies
Branding yourself	Branding yourself means to develop a unique professional identity and coherent message that sets you apart from others. Branding yourself keeps you current in your chosen field, opens doors for you, and creates a lasting impression on clients. By developing your own brand, you'll have control over people's initial perception.	<ul style="list-style-type: none"> • What does Branding yourself mean • Benefits of personal branding • 5 reasons why personal branding is important 	120 minutes

Good to Great

Our world is becoming ever more competitive, with the demand for an extraordinary output in all sectors of life the struggle is real. We all know we have to pursue our dreams with every ounce of hustle you've got, but is just hard work enough? The answer is sadly NO, just hustle won't cut it in today's day and age. You need a certain "je ne sais quoi" (something extra) to stand out. We at EDvantge help you uncover your true potential, that Edge, that will propel your personal or professional growth to new and exceptional heights. Welcome to the experience of a lifetime. You are that much closer to unlocking your potential and living the best version of yourself.



Good to Great

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Self Confidence	Self-Confidence is a state of mind, it is an attitude. Confidence comes from belief in our abilities and skills. We help your journey in self-confidence by developing a sense of yourself, acknowledging your strengths & weaknesses and drawing from your knowledge & experiences.	<ul style="list-style-type: none"> • Description • Types of Confidence • How to develop self confidence • Advantages 	240 minutes
Importance of Team work	Individuals possess diverse talents, weaknesses, communication skills, strengths and habits. A teamwork environment promotes an atmosphere that helps bring into light each one's capabilities thus fostering friendship and loyalty. These close-knit relationships motivate employees in parallel and align them to work harder, co-operate and be supportive of one another.	<ul style="list-style-type: none"> • What is a team • Advantages and Challenges • Vision of the team • When do teams work best • Team Building • Feedback • Do's and Don'ts 	240 minutes

Good to Great

Topic	Description	Focus areas	Time
Different Levels of Communication	Communication is the act of conveying meanings from one entity or group to another through the use of mutually understood signs, symbols and various communication modes. The main steps inherent to all communication is the formation of communicative motivation or reason. By the end of the session you will be able to reflect on different methods of communication and decide when each is most suitable.	<ul style="list-style-type: none"> • Importance of communication • Types of Communication • Etiquettes of communication 	240 minutes
Empathy	Empathy is the capacity to understand or feel what another person is experiencing from within their frame of reference, that is, the capacity to place oneself in another's position. We will guide you on how Empathy involves being mindful of one's emotional response, while still practicing compassion	<ul style="list-style-type: none"> • Definition • Difference between Empathy and Sympathy • Skills needed for Empathy • Empathetic listening techniques • Power of reflective listening • Barriers 	240 minutes
Problem Solving	Problem-solving is important both to individuals and organizations because it enables us to exert control over our environment. Problem-solving gives us a mechanism for identifying these things, figuring out why they are broken and determining a course of action to fix them.	<ul style="list-style-type: none"> • Identifying problem • Steps of Problem solving • Problem Identifying • Problem Analysis • Plan Development • Plan Implementation • Plan Evaluation 	240 minutes
Creative Thinking	Creative thinking is the ability to invent and/or create something new: be that a concept, a solution, a method, a work of art, or an actual, physical device. Creative thinking is based on looking at things in a new way that hasn't previously been considered. Creating thinking needs to be developed and we will show you how solutions does not depend on depend on past or current solutions.	<ul style="list-style-type: none"> • Top creative thinking skills • Importance of creative thinking • Benefits of Creative thinking • Idea Generating questions • Brain Storming 	240 minutes

Good to Great

Topic	Description	Focus areas	Time
Importance of Listening	<p>Listening is the ability to accurately receive and interpret messages in the communication process.</p> <p>Listening is key to all effective communication. Without the ability to listen effectively, messages are easily misunderstood. As a result, communication breaks down and the sender of the message can easily become frustrated or irritated.</p> <p>If there is one communication skill you should aim to master, then listening is it.</p>	<ul style="list-style-type: none"> • Significance of Listening • Stages of Listening • Difference between Listening and Hearing • Types of Listening • Barriers to active listening • Ways to effective listening • Benefits of Listening 	240 minutes
Presentation Skills	<p>Presentation skills are the skills you need in delivering effective and engaging presentations to a variety of audiences. These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tone of your voice and the body language you convey.</p>	<ul style="list-style-type: none"> • Why Presentation skills training? • Steps for effective Presentation • Body Language • Tips and Techniques for an effective Presentation 	240 minutes
Effective Communication	<p>Effective communication is a process of exchanging ideas, thoughts, knowledge and information such that the purpose or intention is fulfilled in the best possible manner. In simple words, it is nothing but the presentation of views by the sender in a way best understood by the receiver.</p>	<ul style="list-style-type: none"> • Types of Communication • Effective communication skills • Importance of effective communication • 7C's of effective Communication • 10 Essentials of communication 	240 minutes
Basic Excel	<p>Microsoft Excel is a spreadsheet program. That means it's used to create grids of text, numbers and formulas specifying calculations. That's extremely valuable for many businesses, which use it to record expenditures and income, plan budgets, chart data and succinctly present fiscal results.</p>	<ul style="list-style-type: none"> • Basic formulas • Charts • Dashboards • Keyboard shortcuts 	240 minutes

Good to Great

Topic	Description	Focus areas	Time
Root Cause Analysis (RCA)	<p>Root cause analysis is an approach for identifying the underlying causes of an incident so that the most effective solutions can be identified and implemented. It's typically used when something goes badly, but can also be used when something goes well. Within an organization, problem solving, incident investigation, and root cause analysis are all fundamentally connected by three basic questions:</p> <p>What's the problem? Why did it happen? What will be done to prevent it from happening again?</p>	<ul style="list-style-type: none"> • Importance of Root Cause Analysis • Introduction to 5 Why Analysis • Introduction to Cause and Effect Diagram • Prioritise Root Cause with Pareto Chart • Pit Fall of RCA 	240 minutes
Managing Performance	<p>Performance Management is about aligning the organisational objectives with the employees' agreed measures, skills, competency requirements, development plans and the delivery of results. The emphasis is on improvement, learning and development in order to achieve the overall business strategy and to create a high performance workforce.</p>	<ul style="list-style-type: none"> • Effectively manage performance • Stages of Performance management • How to evaluate performance • Performance management goals • Key performance indicators 	480 minutes
Email Etiquettes	<p>Email is a form of communication. Like written letters, telephone conversations and face-to-face speech. Email is guided by etiquette. It is about respect and common sense. The same respect and professionalism you expect others to show you is also crucial when writing your own communications.</p>	<ul style="list-style-type: none"> • Importance of Email etiquette • General format • Importance of subject • Elevator speech • Detailing an email • Table of content • Introduction to email calendar 	240 minutes

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Negotiation Skills	Negotiation skills can be of great benefit in resolving any differences that arise between you and others. By enhancing this skill people learn to settle differences in a more matured way. It is a process in which parties avoid argument or dispute by way of compromise or agreement	<ul style="list-style-type: none"> • Importance of Negotiation • Keys steps in negotiation • Strategies of negotiation • Effective communication for good negotiation 	240 minutes
Body Language	Body language is a type of a nonverbal communication in which physical behaviours, as opposed to words, are used to express or convey the information. Such behaviour includes facial expressions, body posture, gestures, eye movement, touch and the use of space. We help you break the barrier of unfamiliarity and form a better connect with the recipient of information.	<ul style="list-style-type: none"> • Why learn body language • History of body language • Five types of Body Language • Common gestures • Posture and stances • Proximities • Positive body language 	240 minutes
Conflict and Stress Management	<p>Conflict and stress can prevent individuals from performing their best. Stress is defined as an adaptive response to an external situation that results in physical, psychological and/or behaviour deviations. Stress is body's general response to environmental situation.</p> <p>Conflict a battle, contest of external forces, discord, antagonism existing between primitive desires and instincts and morals, religious, or ethical ideas.</p> <p>Edvantage will help you understand the difference and also teach you ways to manage them</p>	<ul style="list-style-type: none"> • Definition of stress • Nature of Stress • Two conditions of Stress • Causes of stress • Definition of Conflict • Traditional vs modern view of conflict • Types of conflict • Conflict Management • Strategies • Time and matrix management 	480 minutes

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