# Graduate Training Programme





#### **About Us**



Imagine unleashing your full potential and transforming into an empowered individual.

At Humming Labs, we specialize in nurturing talent. Our program equips students and early-career professionals with invaluable skills, including focused mindset, efficient time management, interview prowess, industry expertise, and the ability to truly stand out.

By joining us, you'll receive a comprehensive roadmap to becoming a consummate professional, and we'll be there every step of the way to guide you towards success.

#### About the Programme

Humming Labs proudly presents its comprehensive Graduate Training Programme, specially crafted to equip students with the essential skills and knowledge needed to thrive in today's competitive job market. Designed specifically for students on the verge of graduation, this training programme is tailored to address the critical areas of Industry Readiness Assessment, Resume Building, Interview Skill Development, Group Discussion Training, and Mentoring & Employability Enhancement.

At Humming Labs, we understand the importance of bridging the gap between academia and industry requirements. Our programme aims to empower students with the tools and insights necessary to navigate the professional landscape with confidence. We believe that success lies not only in academic achievements but also in a holistic development approach that prepares students for the challenges and opportunities that lie ahead.

Our training sessions, meticulously curated by industry experts, offer a blend of online and offline learning experiences, ensuring flexibility and accessibility for all participants. Through interactive workshops, hands-on activities, and engaging discussions, students will have the opportunity to enhance their critical skills, master the art of crafting compelling resumes, polish their interview techniques, and excel in group discussions.

Moreover, our training programme goes beyond theoretical knowledge by providing invaluable exposure to seasoned professionals from diverse sectors and various levels of their organizations. Students will have the chance to interact with these accomplished individuals, gaining insights into real-world scenarios, industry trends, and professional best practices.

We are committed to empowering the next generation of graduates with the skills and confidence they need to embark on a successful professional journey. Join us in unlocking your true potential and shaping a brighter future. Enroll in the Humming Labs Graduate Training Programme today and embark on a transformative learning experience that will propel you towards success.

# Structure of the Programme



**Industry Readiness Assessment** 



Resume Building



Interview Skill Development



**Group Discussion Training** 



Mentoring & Employability Enhancement

#### Industry Readiness Assessment

The Industry Assessment module is an integral part of the training program designed to evaluate participants' knowledge and skills within specific industries. In this module, participants will have the opportunity to be interviewed by professionals representing various sectors relevant to their training. The interviews will assess participants based on predetermined metrics, which may include technical proficiency, problem-solving abilities, communication skills, adaptability, and industry awareness. Following the interviews, participants will receive personalized feedback highlighting their strengths and areas for improvement. This feedback aims to provide valuable insights and guidance to help participants enhance their performance and develop the necessary skills for success in their chosen industry.



#### Resume Building

- 1.Introduction to resumes
- 2.Resume formats and structures
- 3.Contact information and header
- 4.Professional summary or objective statement
- 5.Employment history
- 6.Education and certifications
- 7.Skills section
- 8.Achievements and awards
- 9. Additional sections (optional)
- 10. Formatting and design considerations
- 11. Tailoring the resume
- 12. Proofreading and editing
- 13. Resume optimization for applicant tracking systems (ATS)
- 14. Cover letter and additional documents
- 15. Online presence and LinkedIn profile



## Interview Skill Development

- 1.Understanding the Interview Process
- 2.Researching the Company and Role
- 3.Common Interview Questions
- 4.Developing a Strong Personal Brand
- 5.Enhancing Verbal Communication Skills
- 6.Non-Verbal Communication and Body Language
- 7.Building Confidence and Overcoming Nervousness
- 8.Dressing and Grooming for Success
- 9. Preparation for Specific Interview Formats
- 10. Asking Intelligent Questions
- 11. Post-Interview Etiquette and Follow-up
- 12. Mock Interviews and Feedback



## Group Discussion Training

- 1.Understanding Group Discussion
- 2.Effective Communication in Group Discussion
- 3.Managing Group Dynamics
- 4. Preparation for Group Discussion
- 5.Strategies for Effective Participation
- 6.Time Management in Group Discussion
- 7. Analytical and Critical Thinking
- 8.Body Language and Presentation Skills
- 9. Active Participation and Listening Skills
- 10. Handling Different Types of Group Discussion
- 11. Feedback and Self-improvement



### Mentoring & Employability Enhancement

Humming Labs offers 'The 'Kronos Initiative' which is a transformative mentoring program designed to equip students with the essential skills and tools for enhanced employability, personality development, and profile-building. In this comprehensive course, students will receive one-to-one expert guidance and hands-on training to excel in the job market and corporate life. Through interactive sessions, practical exercises, and tailored personalized feedback, participants will learn effective communication, problem-solving, and leadership skills.



#### Reach out to Us

DR. ANSTED IYPE JOSEPH

CEO, HUMMING LABS PVT. LTD.

PH: 7907827169

MR. MIRAJ NAIR

COO, HUMMING LABS PVT. LTD.

PH: 9847058559

MRS. REEJA B. NAIR

CONSULTANT PSYCHOLOGIST

www.humminglabs.com <u>contact@humminglabs.com</u> <u>training.humminglabs@gmail.com</u>

