

Campus to Corporate Programs

Module I			
Business Skills			
1	Greeting and Introduction	10	Interview skills
2	Art of Conversation	11	Inter Personal Relationship
3	Addressing protocol in a business	12	Job Search Behaviour
4	Speaking and Listening skills	13	Working in Teams/Groups
5	Being firm, polite, yet business like	14	Problem Solving and Creativity
6	First impression is the last impression	15	Conflict Management
7	Telephone/Cell phone Etiquette	16	Anger Management
8	Communication Skills	17	Stress Management
9	Public Speaking Skills		

Module II			
Image Enhancing			
1	Personality Development	6	Presentation skills,
2	Confidence building	7	Grooming and Dress Code
3	Voice Modulation-Pronunciation	8	Hygiene and sanitation
4	Keeping Business Fit	9	Hair care/Skin care
5	Body language and Gestures		

Module III			
Social Etiquette			
1	Art of entertaining	5	Party / Cocktail Etiquette
2	Art of gifting	6	Understanding Social Ethos
3	Art of saying "Thank you" and "Sorry"	7	Behavioral Patterns
4	Interacting and social conversation	8	Societal Norms/Facilitation