

## 'GET FUTURE READY'

*A special program series for young professionals transitioning from*



**CAMPUS to CORPORATE**



### Program Overview

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How many of you have attended job interviews and have lost the opportunity and come back if only you knew what more the corporate world wants from you? One of the biggest challenges every student goes through is the transition from college to corporate life. Expectations and responsibilities in the workplace are very different than those in college. There are unspoken nuances and corporate norms that many graduates are completely unaware of, making it difficult for them in adjusting to a professional environment which can be extremely challenging. Students transitioning from student life to a professional life need to be prepared for the changes and ready to adapt in order to thrive in the professional world.

With more than 8 Lakh students entering the job market, every student needs to create a unique value for him/her to be able to attract suitable employment options. How do they empower themselves and differentiate themselves to beat the huge competition entering the job market? What do they do to acquire these skills that would enhance their employability? TCG's team of experts has designed a premium program in that empowering aspiring students and training them to make the transition from the Campus to the Corporate world successfully. If you are a student and are looking to improve your chances to take on the corporate ladder this program promises to provide you more than an edge over your competition.

## Modules Covered

- Communication Skills
  - Verbal
  - Non-Verbal
  - Listening Skills
  - Writing Skills
  - Questioning Skills
- Business Etiquette
  - Making the First Impression
  - Importance of Handshakes
  - Business Card Etiquette
  - Grooming and Personal Hygiene
  - Body Language
  - Telephone and 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
- Goal Setting
  - Establishing SMART Goals
  - Importance of Mission Statement
  - Formulation of Goals
  - Procrastination
  - Visualization of Goals
- Time Management
  - Prioritization
  - Dealing with Difficult Tasks
  - Getting Organized
  - How to get away from Distractions
  - Work-Life Balance



- 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



- Building Confidence
  - Overcoming Nervousness
  - Deal with Conflicts Effectively
  - Developing Positive Attitude
  - Increase Public Speaking Skills
  - Reach your Personal and Professional Goals
  - Strengthening your Self-Esteem
  - Developing Social Skills

- Interpersonal and Team Skills
  - Initiating Small Talks
  - Establishing Trust
  - Managing Relationships
  - Acclimatize to Others
  - Understanding the Cultural Diversity
  - Teambuilding Process and Techniques
  - Coordination in Teams
  - Assertive Communication while Dealing with Teams
  - Balancing Team Needs and Individual Needs
  - Importance of Feedback in Team Building



## Who Should Attend

This program is targeted to college students appearing for their first career move and fresh recruits who have been hired in the corporate world.

## You Will Learn How To

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After completing this workshop, participants will have the skills and knowledge to:

- Learn to focus on and achieve personal goals
- Develop inner power and strength
- Make the first impression
- Greater confidence to interact with people from all walks of life
- Achieve results in communicating with others
- Structure your presentations to deliver your key messages and maximize your presentation skills
- Improve the effectiveness of your email communication
- Manage the stress at work place
- Enhance your active listening skills to anticipate and avoid common misunderstandings
- Deal with the conflicts arising at the work place
- Eliminate the roadblocks that undermine your ability to communicate effectively

## Training Aids

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You'll find it lively and fun as we use of interactive techniques, role plays, games, assessment tools and discussions to maximize your learning potential. And we will always provide you with a highly supportive learning environment. Adding value to these workshops are Individual Assessments, Home-Assignments, Tests, Reference Material and Extensive Feedback after each session.

## Training Hours

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The duration of the training program will be for 3 days.

## Date, Venue and Registration Details

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Date : 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> June 2013

Venue : J.S. Krishna Murthy Hall,  
FAPCCI, Federation House,  
11-6-841, Red Hills,  
FAPCCI Marg, Hyderabad.

Pricing : Rs.1500 per participant for 3 days of workshop.

Registration: For registration, please logon to [www.trainingandconsulting.biz](http://www.trainingandconsulting.biz)

