

Spoken English & Skill Development Training Program

The session will be delivered by the working professional in their respective domain & it will be purely **hands-on practical sessions**.

DAY1.

- **Ice-breaking Session** : Interactive session with an activity / questionnaire (**Including Personality Traits & Co-operate Grooming**).
- **Introduction of Soft Skills, Training Program** : Meaning & Ramification of Training sessions (what all to be covered)

DAY2.

- **Significance of Communication Skills**
- **The way and strategies to make your skills effective.**

DAY3.

- **Grammar [Identification of Bloopers & their Rectification]**
- **Session based on** : Tenses , Subject- Verb - Concord , & Modals along with exercises.

DAY4.

- **Leadership Traits**
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Ramification – Teaming up & Team efforts.

DAY5.

- **Social Graces & Conventions.**

DAY6:

- **Word Workshop:** Different, exclusive Vocabulary words to be dealt with.

For instance: word “Good” to be replaced by “Pleasant, Dexterous, Proficient etc.” according to the sentence.

DAY7.

- **Difference in both Creative & Critical Thinking & to be construed by quoting various instances.**

DAY8.

- **Emotional & Intelligent Quotient.**

DAY9.

- **Problem Solving Technique** (based on some conundrums)

DAY10.

- **Reading & Listening Activity** (through slides & audio)

DAY11.

- **Accent Training Session .**
- **Pronunciation** (modulation, intonation & connotation).

DAY12.

- **Drafting Letters & Sending E-mails.**

DAY13.

- **Interview Preparation & Public Speaking Training.**

DAY14.

- Same as *day 13 – to be continued

DAY15.

- **SWOT Analysis**