



COURSE CONTENT

COURSE NAME

Campus to Corporate

DURATION

3 Days

COURSE OUTLINE

- Concept of Business communication.
- Concept of Power Dressing and Grooming
- Elements of Effective communication and its implementation.
- Art of Active listening and its importance in Business.
- 7core Element model of Active Listening.
- Focus areas in Questioning funnel.
- Communication styles.
- Interpersonal skills in workplace.
- Workplace communication and culture dynamics.
- Body language and it's various impact in your growth.
- Team collaboration and its importance in workplace Dynamics.
- How to manage and plan well.
- Time management and its importance with Matrix flow.
- Emotional intelligence at workplace and it's personal Essence.
- Components of EQ matrix
- Role of EI in personal Growth and social competence.
- Business Email Writing skills.
- Do's and Don'ts of Email Etiquette.
- Importance of Feedback mechanism.
- Q&A