



Luv Dale Apartment, RTC Colony, Secunderabad | +91 97013 85903 | www.orva.in

We at **Örva** would love to take this opportunity to enclose some details about us. A Company which is my vision to take students to newer horizons in the realm of Communication.

Where students focus on their core subject, in this World of Competition to get a Job Opportunity English Skills are highly recommended. Here Orva would like to offer our services in training the students to enhance their '**Personality and Communications**' that they can face any Interview and Excel in any Job Interview and in Life.

I am enclosing a few topics here for your better understanding.

1. Written Communication(letter writing,essay writing,SOP,email writing).
2. Breaking Communication Barriers(stage fear,confidence building,speaking grammatically correct etc.)
3. Body Language
4. Dressing Etiquettes
5. Preparation for an Interview
6. Resume Writing
7. Questions to be asked in Interviews
8. Group Discussion/Presentation Skills
9. Life Skills
10. Leadership and teamwork
11. Time Management
12. Stress Management

The above mentioned is a short pre-phase to what we do. We ensure that we work on student's weakness and convert it to strength.

Your students will be technically perfect and excelling in Soft Skills and become tough contenders in this arena of competition.

We offer both short term workshops and a long term course as well.

Now a little about the Director -

Ms. Srishti Jain has been into the field of training since past six years.

Has worked with prestigious academy like Helen O Grady, All for Kids and Indian Leadership Academy.

A certificate holder in Basic psychology and Counselling. She is a **trained NLP** (Neuro Linguistic Programming) **coach** and has also attained her licence of **TTT**(Train The Trainer) **from Bodhih** training solutions Bangalore.

Hoping you would give us a chance of meeting you in person and giving you a better insight on the working of Orva.

Waiting in anticipation.

Regards,

Örva Team

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