

Aim For Sky Work In Cloud



**Cloud Impact
Training Institute**

Phone: 9867049245, 9967051990

We are a young company in Ed Tech space and we focus on courses for Cloud Computing, Python, Clinical Trials and Supply Chain Management and related technologies.

Interpersonal skills are extremely important for creating and maintaining meaningful personal relationships in the workplace. People with good interpersonal communication skills can, therefore, build healthy relationships with their colleagues and work much better as a team

Our Interpersonal skills has been specially designed for students who would like to start their journey in IT world.

Our courseware is designed by professionals that have as a part of their career gone through the journey from being fresher's to becoming senior management part in MNC. Our faculty will coach students in such a way that they can use this when they will be joining internship or getting placed in companies. .

Course Details

| Course Details | |
|------------------------------|--------------------------------|
| Total Course Duration | 12 Weeks (once in week Friday) |
| Days per Week | 1 |
| Duration Per day | 1 Hour |
| Course Fees | Free with AWS & Python |

The following table provides the topics.

| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 |
|---------------------------------|------------------------------------|---|---|---|---|
| Introduction | Business Communication | Business Communication | Business Communication | Resume Building | Resume Building |
| What is Personality development | Emails | Phone Calls | In person communication | Concise content | Building LinkedIn, Recruitment site profile |
| Why is it needed | Email Etiquette | Phone calls etiquettes | Verbal and nonverbal cues | Power words | Help with Resume |
| Scope | Professional Phrases | Nonverbal cues | Nonverbal - Body language, Handshake, Expressions, Etc. | Reviewing and critiquing sample resumes | |
| Introduction elements | Email Content and sections | Call Flow | First impression | | |
| Trail Introduction | Email writing exercises | Small talk | Grooming and dressing tips | | |
| Ideal introduction | | Phone call role play exercise | | | |
| Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 |
| Interview skills | Interview skills | Presentation skills | Presentation skills | Time management skills | Revision |
| HR interview Q nA | Difficult Questions | Tips on improvement | Presentation round with each trainee and feedback | Stephen Covey's Time Management Matrix | Interviews role play |
| Tips on dressing and grooming | One on one mock interview sessions | Content | | Steps to improve time management | Email exercise |
| Body language tips | Feedback | Presentation round with each trainee and feedback | | Time management exercises | |
| Attitude and presentation | | | | | |