



90-Day Non-Tech Career Program

From Degree to Corporate Job – Without Coding



DURATION

12 Weeks



FOCUS

**100% Job-
Oriented**



SUITABLE FOR

Non-Tech Roles

Perfect for:

Final-year college students, fresh graduates, and non-technical job seekers
Ready to launch your corporate career without coding



Launch Your Corporate Career in Just 90 Days

Why This Course?

We understand the challenges faced by fresh graduates in today's competitive job market

① Common Problems Students Face

No Job-Ready Corporate Skills

College teaches theory, but not the practical skills employers actually need

Poor Communication & Confidence

Struggling to express ideas clearly in professional settings

No Real Corporate Exposure

Never experienced real workplace scenarios, tools, or culture

Interview Fear

Anxiety and lack of preparation leading to missed opportunities



↗ How We Solve These Problems

Our program is designed with a **practical, career-focused approach** that transforms you into a corporate-ready professional:

- ✓ Hands-on training with real corporate tools and scenarios
- ✓ Daily practice sessions to build confidence and fluency
- ✓ Mock interviews and personalized feedback
- ✓ Industry-standard workflow training
- ✓ Small batch sizes for individual attention
- ✓ Real-world case studies and role-playing exercises

Ready to Transform Your Career?

Join hundreds of students who've successfully launched their corporate careers

Program Highlights

Everything you need to become a corporate-ready professional

Your Complete Career Transformation Package



90 Days Intensive Training

Structured, job-oriented curriculum covering all essential corporate skills



Industry-Relevant Curriculum

Learn exactly what companies are looking for in non-tech professionals



Small Batch Size

Personal attention and mentorship for every student



Hands-On Practical Learning

Real-world projects, case studies, and simulations



Real-Time Scenarios & Role Plays

Practice actual workplace situations in a safe environment



Mock Interviews

Multiple rounds of practice interviews with expert feedback



Resume & LinkedIn Profile Support

Professional optimization of your job application materials



Job Assistance

Dedicated placement support to help you land your first corporate job



Training on Real Corporate Tools

Master CRM systems, Excel, and other workplace software

90

Days to Career Ready

100%

Practical & Job-Focused

∞

Career Opportunities

Detailed Course Curriculum

12 weeks of structured, day-wise learning with clear milestones



Your 90-Day Journey - Part 1

Weeks 1-6: Building Foundation & Core Skills

Week 1 5 Days

Career Foundation & Corporate Mindset

- 1 Corporate culture and professional behavior
- 2 Workplace discipline and corporate ethics
- 3 Time management and productivity
- 4 Goal setting and career planning
- 5 Corporate expectations and workplace etiquette

Week 2 5 Days

Communication Skills

- 1 Verbal communication fundamentals
- 2 Non-verbal communication and body language
- 3 Confidence building techniques
- 4 Professional introductions and conversations
- 5 Active listening and clarity in communication

Week 3 5 Days

Corporate English

- 1 Business vocabulary and office terminology
- 2 Professional grammar essentials
- 3 Email writing and email etiquette
- 4 Call-handling language
- 5 Workplace conversation practice

Week 4 5 Days

Customer Handling Basics

- 1 Understanding customer expectations
- 2 Professional etiquette and tone
- 3 Handling complaints and escalations
- 4 Real-time customer interaction scenarios
- 5 Case studies and practical exercises

Week 5 5 Days

Customer Support Skills

- 1 Voice process fundamentals
- 2 Non-voice process handling
- 3 Ticket handling and documentation
- 4 CRM-based communication
- 5 Live role-plays and performance assessment

Week 6 5 Days

Technical Support Basics (Non-Coding)

- 1 IT fundamentals for support roles
- 2 Common system and application issues
- 3 Internet, software, and basic troubleshooting
- 4 Support workflows and documentation standards
- 5 Practice simulations and real-time scenarios

Detailed Course Curriculum

Advanced skills and job readiness training



Your 90-Day Journey - Part 2

Weeks 7-12: Advanced Tools & Job Readiness

Week 7 5 Days

CRM Tools Training

- 1 CRM fundamentals and concepts
- 2 Customer lifecycle management
- 3 Ticket creation and tracking
- 4 HubSpot CRM basics
- 5 Hands-on CRM practice

Week 8 5 Days

MS Excel for Office Work

- 1 Excel basics and interface
- 2 Formulas and essential functions
- 3 Data handling and formatting
- 4 Reports and dashboards
- 5 Productivity use cases in corporate roles

Week 9 5 Days

Operations & Back-Office Skills

- 1 Documentation standards
- 2 Data entry and validation
- 3 Process management basics
- 4 Quality control and accuracy checks
- 5 Real-world operations scenarios

Week 10 5 Days

Workplace Skills

- 1 Team collaboration and coordination
- 2 Professional email writing
- 3 Meeting etiquette and communication
- 4 Workplace problem-solving
- 5 Corporate professionalism and conduct

Week 11 5 Days

Interview Preparation

- 1 Resume building and optimization
- 2 Interview question patterns for non-tech roles
- 3 Operational interview practice
- 4 Mock interviews
- 5 Feedback and improvement strategies

Week 12 5 Days

Job Readiness & Placement Support

- 1 Final skill assessment
- 2 Interview scheduling preparation
- 3 Career guidance and job matching
- 4 Corporate onboarding readiness
- 5 Placement support and next steps

Complete Learning Journey

12

Weeks

60

Training Days

15+

Skill Areas

100%

Job Focused

Tools & Certifications

Get hands-on experience with industry-standard tools and earn valuable certifications



Learn Real Corporate Tools

Get certified and job-ready

Corporate Tools You'll Master



Microsoft Excel

Master essential formulas, data analysis, and corporate reporting



HubSpot CRM

Learn industry-standard customer relationship management



Email & Calendar Tools

Professional communication and time management platforms



Documentation Tools

Create professional documents and reports



Ticket Management Systems

Handle customer support tickets efficiently



Communication Platforms

Professional workplace communication tools

Certifications You'll Earn



Microsoft Excel Certification

Industry-recognized certification validating your Excel proficiency



CRM Tools Certification

Demonstrate your expertise in customer relationship management



Course Completion Certificate

Official certificate of completion for the 90-Day Program

Why Certifications Matter

-  Stand out to employers with recognized certifications
-  Add valuable credentials to your resume and LinkedIn
-  Prove your practical skills with industry-standard tools
-  Gain confidence in your technical abilities

Career Opportunities

Launch your career in high-demand non-tech corporate roles



Multiple Career Paths Await You

No coding required - 100% non-tech roles

Non-Tech Roles You Can Apply For

Customer Support Executive

Handle customer queries, provide solutions, and ensure customer satisfaction

SKILLS:

- Communication
- Problem-solving
- CRM Tools
- Email Handling

₹ ₹2.5L - ₹4.5L per annum

Technical Support Executive (Non-Coding)

Provide technical assistance and troubleshooting support to customers

SKILLS:

- IT Basics
- Troubleshooting
- Documentation
- Customer Service

₹ ₹3L - ₹5L per annum

Operations Executive

Manage day-to-day operations, process workflows, and quality control

SKILLS:

- Process Management
- Excel
- Quality Control
- Team Coordination

₹ ₹2.8L - ₹4.8L per annum

Back-Office Executive

Handle data entry, documentation, administrative tasks, and record management

SKILLS:

- Data Entry
- Documentation
- MS Office
- Attention to Detail

₹ ₹2.2L - ₹4L per annum



Where You Can Work

IT Services Companies

BPO & KPO Organizations

E-commerce Platforms

Banking & Financial Services

Healthcare Providers

Telecom Companies

EdTech Startups

Retail Chains



Ready to Launch Your Corporate Career?

Don't let another opportunity pass by. Start your journey to a successful corporate career today!

Why Enroll Now?



Start in 90 Days

Transform your career in just 3 months



Limited Seats

Small batches for personalized attention



Job Assistance

Dedicated placement support included



No Coding Required

Perfect for non-tech professionals

How to Enroll

1 Visit our website or contact us

2 Speak with our career counselor

3 Choose your batch timing

4 Complete enrollment process

5 Start your corporate journey!

Get Started Today!

Limited seats available - Secure your spot now



Visit Website
www.thinkhigh.in



Call Us
8699957675



Email Us
info@thinkhigh.in



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Don't Wait - Your Future Starts Now!

Join the program and start your journey to a successful corporate career

⚡ Limited Time Offer

Early bird discount available - Contact us for details!