**Edu-Pie Global**

**Provides -A wide range of programs to choose from**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Topic** | **Importance** |
| **1** | **Basic communication skills** | **A sine-qua-non for any conversation, one must possess basic communication skills to put forth one’s views clearly. The class begins with an ice-breaker session and then everyone will be motivated to speak in front of the class.** |
| **2** | **Barriers to communication (Basics)** | **In order to ensure that the message is unambiguous, this topic emphasises on different barriers which distort the meaning , thereby, creating, at times, a rift between two people. Very helpful for those with vernacular background. Various barriers to communication will be dealt with in the session.** |
| **3** | **Local language to English translation** | **This exercise helps one to think fast, translate a sentence without diluting the essence of the meaning. A good tool to tickle one’s brain.** |
| **4** | **Presentation skills (Basics) & Practice** | **Knowledge without proper presentation becomes ineffective. Candidates will be taught the parameters on which any presentation is tracked. This will be followed by practice sessions.** |
| **5** | **Power Point Presentation** | **Keeping the above in mind, candidates will be asked to make a power point presentation on a topic of their choice. Later, they will be given a topic on which they will have to make a presentation. Feedback will be given to each after their talk.** |
| **6** | **Debates (basics) & practice** | **This will improve the listening capacity of the students besides enabling them to put their point of view forcefully. This will also improve their GK and speaking skills.** |
| **7** | **Group presentations** | **This enables the people to work as a team, collate information and put them across succinctly since a few from each group will be asked to speak. This will ensure the beginning, the middle and the end of the talk are synchronised.** |
| **8** | **Ex tempore** | **This activity will help the candidate get rid of stage fear. Moreover, the candidate will gain enough confidence to face the public. This will go a long way in moulding a part of his personality.** |
| **9** | **Attitude Training** | **Success depends on attitude. Right attitude is the key to a better performance too. A session on Attitude will help straighten one’s outlook.** |
| **10** | **Writing skills (précis, paragraph, Letter)** | **Writing is done on a day to day basis by any employee. Effective writing skills solve many issues. These improve one’s skills in correspondence. Vocabulary, grammar are also taken care of.** |
| **11** | **Listening skills** | **A good speaker has to be a good listener. Listening is as much important as speaking. Listening to others also means the speaker is being shown respect.** |
| **12** | **Critical Reasoning** | **This sharpens one’s logical reasoning skills. It tests one’s skills in the areas of making an argument, evaluating an argument and identifying the correct answer. The basics of Critical Reasoning will be covered before giving them the questions.** |
| **13** | **Decision Making** | **One of the most important qualities of a leader, decision making skills are a must-learn for anyone. A correct decision can make the life of a person. On the other hand, a wrong decision can spoil one’s life.** |
| **14** | **Logical Reasoning(statements & assumptions)** | **People often make a number of assumptions, some of them often incorrect, while stating/saying something. These questions help clarify the meaning of what is said and also help one to interpret the meaning correctly.** |
| **15** | **Role play communication** | **This helps one to get rid of any inhibition,**  **if any. Since a few people will be involved, shy candidates will find it easy to communicate. The idea is to make the shy ones speak.** |
| **16** | **Advanced presentation skills (with PPT)** | **This exercise will help fine-tune the presentation skills. Unnecessary jargons, inappropriate body language signs will be corrected. The topics for presentation will also be tougher.** |
| **17** | **Formal letter writing** | **One comes across these on a daily basis. Different types of letters, including how to write a leave letter, will be covered.** |
| **18** | **GD Basics** | **GD is a tool for selecting the right candidate. It tests a few qualities like team spirit, leadership qualities, communication skills etc. The candidates will be briefed on the basics of GD before they start discussing on a topic.** |
| **19** | **Mock GD-I** | **Mock GD will be conducted to boost the confidence. Mock GD helps in doing better in actual GD** |
| **20** | **Mock GD- II (article based)** | **This GD is based on an article from a newspaper. The candidates will be asked to discuss that topic.** |
| **21** | **Mock GD- III (case study based)** | **In this type of GD, the candidates will be asked to find out a solution to the problem mentioned in the topic.** |
| **22** | **Interview Basics and Resume writing and Video profile)** | **This will prepare the students to understand the basic concepts of Interview. Moreover, some do’s and don’ts will explained.** |
| **23** | **Mock PI (Group Interview)** | **Some companies undertake interviewing the candidates in a group. One cannot afford to ignore what is being spoken of by the other candidate since he may be asked to continue from where the first candidate has left. A group Interview resolves this issue.** |
| **24** | **Mock PI(one on one)** | **Mock PI will prepare the candidate to deal with the actual interview effectively. Mock PI acts as a precursor to the real interview. Feedback on his performance will spruce him up.** |
| **25** | **Essay writing** | **Some competitive exams like CAT, XAT have essay writing as a part of the testing process. This in turn will force the candidate to improve reading skills.** |
| **26** | **General Grooming** | **From school to college and from college to office is the process. Once a person takes up a job, he should be groomed so that the traits of a good employee are taught to him. A general grooming will refine the candidate’s overall personality and will help him adjust to his new environment.** |
| **27** | **Business Communication** | **Essential for final year students who are about to enter the corporate world.** |
| **28** | **Inter-Personal skills** | **Necessary for day to day interaction** |
| **29** | **Financial Literacy** | **The know how of money making / saving** |
| **30** | **Stress Management** | **A bit of stress is useful** |
| **31** | **Time Management** | **This ensures more work in less time** |
| **32** | **Neuro Linguistic Program (NLP)** | **Personality improvement** |
| **33** | **Basic Computer Skills** | **C, C++, Python, Tally, Advanced Excel** |
| **34** | **Emotional Regulation** | **This ensures a balanced mind** |
| **35** | **Networking Skills** | **Network is net worth** |
| **36** | **Ethics, Morals and Integrity** | **This is the very foundation of humans** |
| **37** | **Critical Thinking and Problem Solving** | **This is the need of the day** |
| **38** | **Mindfulness** | **Awareness is the key** |
| **39** | **Leadership and Team work** | **A good leader creates more leaders** |
| **40** | **Case Study Analysis** | **This gives first hand knowledge** |
| **41** | **Report and memo writing** | **Ensures the drafting is well crafted** |
| **42** | **Negotiation skills** | **This skill ensures manoeuvrability** |
| **43** | **Course of action** | **One must know what to do and how** |
| **44** | **Grooming for fresh joinees** | **What a company expects of freshers** |
| **45** | **SOP and LOR** | **A must for studies abroad** |
| **46** | **Guest lectures and Expert talks** | **Expertise matters** |
| **47** | **Training for PU students** | **This lays the foundation in young minds** |
| **48** | **Basic Grammar** | **A must know skill** |
| **49** | **Vocabulary Enhancement Program using RPS method** | **This enriches one’s language** |
| **50** | **Logical Reasoning** | **Ensures one clears the tests** |
| **51** | **Quantitative Aptitude** | **Ensures one clears the tests** |
| **52** | **Dealing with failures** | **The need of the hour, esp for Gen Y** |
| **53** | **E-mail etiquette,** | **A wrong email can spell disaster** |
| **54** | **Counselling** | **This makes a person get clarity** |
| **55** | **Tests** | **How fit I am ?** |