**C.V OF SOFT SKILLS--LIFE SKILLS--PERSONALITY DEVELOPMENT**

**SPOKEN ENGLISH TRAINER – MOTIVATOR --COUNSELOR**

**CORPORATE TRAINER .**

**Most of my experience has been in the age group-18 years to 38 years**

**Purpose of training** 1. Prepare participants-students to succeed in

job, career and life.

2. Train, transform and motivate participants to handle

daily life stress and uncertainties.

3. Results of training must have a long lasting impact

to keep participants constantly motivated.

4. Points made in the training can be put

into practice instantly in real life.

5. Build confidence and speaking skills

6. Staying positive in a negative atmosphere

7. Being a senior trainer my life experiences

and knowledge will benefit the participants

**Name** : Shyam Menon

**Date Of Birth** : 26.11.1957

**Place of Birth** : Mumbai

**Marital Status** : Married

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**Educational Qualifications** : Schooling at Bombay Scottish Orphanage School, Mahim (Cambridge University) and graduated in Bachelor of Arts from Ruia College Mumbai. [Economics].

Done Heart to Heart personal counseling

Course [Guidance on personal problems]

Teacher’s Training Personality Development

and Spoken English Course in Mumbai.

Trained in Basic Meditation-Visualization exercises

**Languages**  : English-Hindi-Marathi-Malayalam

**Work Experience**

Started my career in the Advertising industry in as a video editor in 1983 and continued video editing till 1998.

From 1990 I also started giving lectures on editing at various institutes.

From 1990 to1998 I continued training and editing simultaniously .

Appreciated for my ability to train, transform and motivate participants I conducted my own soft-skills-life skills –motivational training classes for all ages at Ruparel college Mumbai from 1998 to 2004 .

In 2004 I joined Aviation and Hospitality Academy as a Soft skills-Personality Development trainer- motivator and one to one personal counselor to students [Mainly training, guiding and motivating them on a full time basis]

Till Nov 30th 2009 I trained in Aviation-Hospitality Academy and won appreciation as a trainer, motivator and guide to the participants.

From Dec. 2009 I have been training in various institutes and colleges like Bombay Scottish, KVIIT Powai, NES International Mulund , and colleges like Vithaldas Polytechnic [SNDT woman’s university], Khalsa College, Lords Universal, ICE College of Hospitality Management, Aptech institute and ITM and Pillai Management and Engineering students on a visiting basis.

I have trained, motivated and guided over 3,500 participants-students in the last 13 years. I have also trained the employees of Logistics Solutions and Funfirst Funtronic Ltd Vikhroli. and taken workshops for ITM junior working executives.

**Topics Covered** : Life guidance and motivation to succeed in every area of life, Developing a positive personality and a positive mindset , Communication skills, Stress management, Conflict Management at workplace and job satisfaction

tips, Emotional intelligence, Interview skills, Group discussions, Confidence building, Public Speaking and presentation skills, Teamwork, Effective phone communications, Assertiveness, Creating a first good impression, Customer service, Time management, Anger management, Leadership skills, Angel guidance and other Self Development Topics. Basic Meditation –Visualization exercises for peace of mind and success in life, career and job.

2 hour--4 hour or full day workshops on any topic as required by the organization.

[Overall Personality transformation]--Holistic and Spiritual growth.

One to one counseling when needed-- Extra guidance to “demotivated ” participants.

**Spoken English** ----- Emphasis is on “Thinking, Reading and Writing English” All practical exercises-role plays-question-answers-speeches etc.

Emphasis is less on grammar and more on “Speaking English”.

**Results of Training** : A healthy positive attitude to life, job and career Internal and External Personality change.

Participants and students are motivated to be positive in a

negative world. There is a change in the attitude towards life. The lectures could be life transforming for many participants and students. Simple meditation tips results in life-long benefits.

**Methodology** : Interactive practical and motivating lectures

with power point –as per the topic

Discussions- Stress evaluation exercises –A comfortable learning atmosphere.

No high sounding words –No complicated diagrams--simple and easily understood language-- Participants and trainer need to have good rapport.

**Strengths** : Loyalty to workplace. Being a senior and experienced trainer I adjust and customize the training material as per the level of the participants—plenty of experience training vernacular medium candidates . Good rapport with participants and students–-I keep upgrading my training material.

**C.T.C** : Rs 500. per hour---open--visiting basis but I can give as much time as needed for training including training in all topics or selective topics for all participants and students.

**Favourite quote-----** “ Times are changing fast--Subject and technical knowledge is not enough. With soft skills and motivation hard skills can be used more effectively in education, job and real life ” Mr Narayan Murthy Infosys Chief

**Philosophy statement** -- It is important to have a grateful attitude in life.

Life can change any second.

“If you have knowledge let others light their candle in it and glow”.

**Personal Observation**--- With every day life is getting more uncertain and

competitive for students and employees.

Soft skills-Life skills lays a solid foundation for every employee and student’s success. These skills are linked to every aspect of an employee and student’s life—prepare them for employment, interviews and jobs, perform better at the workplace and studies, manage emotions, reduce stress and negative thoughts, handle tough competition and above all self-motivation to face daily life challenges.

I am looking for the position of a “Soft skills-Life skills-Personality Development trainer – Motivator and Mentor” –visiting basis but I can give as much time as needed for training. If required I combine Spoken English practice with soft skills--life skills training. I train in the topics mentioned in my C.V using my own training material and PPT—only in Mumbai, Thane and Navi Mumbai.

Given an opportunity I promise to use all my experience and knowledge to make a positive contribution to your reputed organization.

Thanking you

Shyam Menon

Mumbai