

Pro Ainspiraa Training Academy LLP



Training & Development

Customized Training Module



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#852, 1st floor, 4th main, Vijayanagara, Bangalore-560040. Phone: 080 95999937

Website: www.ainspiraa.com e-mail: hr@ainspiraa.com

Ainspiraa is an organisation found by a team of **real-time professionals** who believe in empowering the society with their contribution towards training students.

We are one of the authorized training organizations in Bangalore, and have dedicated ourselves to provide quality services to our esteemed clients.

We are the Pioneers in introducing "**CAMPUS to CORPORATE**" training program to college students and inspiring them to convert their dreams into reality. Supported by professionals from different industry verticals.

Ainspiraa- On Campus Training.

Ainspiraa training programs are conducted at college campus. Real-time experts from across the companies will come to the college and conduct the training program. We prefer 1 to a maximum of 3 hours a day and schedule as per the institutional requirements. Final plan is set up by our Marketing and Training Team, working with the college administration. Final schedule shall be finalized subject to mutual interest.

Placement training will be conducted in the college premises, which includes communicational, technical, Life skills and soft skills training. We believe that the youngsters can be better guided by a group of young and experienced and aspiring real-time professionals. Our trainers will keep the students motivated and attentive throughout the sessions with their knowledgeable skill set.

Benefits of Ainspiraa- On Campus Training program.

On campus training program is beneficial to both student and college administration. Time of student is saved as they do not have to go out in search of quality training. We understand that Students have to spend a lot of money on their education, hence we try to get them a quality training incurring a nominal fee of on campus program which is less than off campus training programs.

- ✚ Higher Predictability & Accountability on hiring & training of entry level talent.
- ✚ Significantly reduced costs & shorter recruitment cycles, together with an Improved Quality of Hires.
- ✚ State-of-the-art Training Methodology & Real-time Experts provide world class learning experience.
- ✚ Flexibility in Customizing Solutions to address unique & varied needs of clients.

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Ainspiraa Advantage

We partner with you to understand and address your unique transformation imperatives. We work in transparent consultation with you to devise best-in-class solutions and define the best course of action to implement them across your organization. Our integrated Consulting and Training services will bring continuity and consistency to your strategic programs.

Ainspiraa Expert Review.

Our collective insight and best practices guarantee high impact positive results each time you partner with us. We believe that the best solutions come from collaborative relationships with our clients. As your global consultants, we will work closely with your organization across the transformation landscape and lifecycle to understand your goals, devise the most effective strategy and implement the best solutions.

The Overview of the program is as follows:

MODULE 1 (PART 1)

Speak English:

Language function

1 Introducing ourselves / others

2 Greeting / Responding

3 Requesting / Seeking Information / Offering Help

4 Inviting / Welcoming / Appreciating / Accepting / Etiquette

- Kinds of sentences

5 Question Forms

6 Giving Permission / Refusing Permission

7 Expressing regret / Learning to say no politely

- Negatives

8 Expressing Likes and dislikes / opinions

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9 Giving Instructions

10 Describing people and places

11 Conversations in different situations

12 Describing actions

13 Retelling / Relating the past events

14 Relating future time events

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MODULE 1 (PART 2)

1 Vocabulary

2 Comparing / Contrasting

3 Complaining

- Direct indirect speech

4 Suggesting

5 Persuading

6 Explaining / Narrating

7 Summarizing

8 Self-introduction from various perspectives

- Common, collective and abstract nouns, verb forms

9 Correct forms

10 Pronunciation, Syllable Stress, Intonation, Neutral Accent

- Listen and repeat

11 Introducing dictionary and Thesaurus / Vocabulary enrichment

12 Letter writing

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13 Use of media (Documentaries, Short films, language related serials, news channels, articles, newspapers, use of stories) for comprehension

English Conversation:

The English language is one of the most popular languages to learn, perhaps the most spoken language around the world is English, and many people choose to learn the language simply to place them in a better position to secure work, or communicate more effectively with more people from around the globe. English might be a popular language to learn, but this doesn't necessarily mean it is a simple language to master, there are many challenges people face when learning English and if you are aware of these beforehand you stand a much greater chance of mastering the language.

We provide a holistic view of Grammar, Vocabulary, Pronunciation, Slang and colloquialism & Variations in English. The students will be engaged in activities like.

- 1) Simple English conversation like daily life, Chat & Small Talk, Home life, Official conversation.
- 2) Role Plays of different scenarios
- 3) Essay writing to enhance usage of vocabulary and creativity
- 4) Reading exercises to improve pronunciation and vocabulary.
- 5) Story Telling
- 6) Presentations & Demos

MODULE 2

Training Module:

1 Pre assessment – Checklist

2 Components of Self – Physical, Psychological, Social

- Health and Hygiene
- Psychological identity and information
- Social – Acceptance

3 Communications

- Effective Communication
- Listening
- Verbal and Non-Verbal

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- Assertive Communication

4 Interpersonal Skills

- Emotional Intelligence
- Relationship Building
- Conflict management

5 Values and Ethics to be a good citizen

- Human Values
- Responsible behaviour
- Community participation

7 Post Assessments

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MODULE 3

Life Skills Modules:

1 Communication Skills

- Types of communication
- Barriers of Communication
- Effective Communication
- Mis-Communication
- Tips to improve communication

2 Goal Setting

- How to set goals
- Types of goals
- How to reach goals

3 Time Management

- How to manage time?
- Benefits of managing time
- Value of time

4 Confidence Building

- How to build confidence
- Benefits of building confidence

5 E-mail etiquettes

- E- mailing is an art
- How to be a professional

6 Resume Writing

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- The difference between Bio-Data, Resume and Curriculum Vitae
- Preparations for Interview
- Do's and Don'ts of Interview

8 Interpersonal skills

- Balancing healthy relationships in life
 - Benefits of interpersonal Skills
 - Tips to build interpersonal Skills
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MODULE 4

1 Personality test and job satisfaction

Part 3

2 Career search test

3 Career development test

4 Career database

MODULE 5

HR Support

1 Introduction about our services and sharing their Journey

- Soft Skill Training
- Technical training
- Communication training
- How to sell yourself (Profile)
- How to identify opportunities
- How to analyse market and identify versatile
- What are my career options
- Working on Dreams

2 Interviews

- How to face interviews

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- Self introduction / Disciplined approach
 - Thought process
 - How to overcome stage fear
 - Group discussion
 - Technical assessment
 - HR Rounds
 - Face to face interviews
 - Concept building, story telling
 - Corporate visit and sharing (visit to the college by real-time professionals)
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MODULE 6

[Part A]

Listening Skills:

In today's high-tech, high-speed, high-stress world, communication is more important than ever, yet we seem to devote less and less time to really listening to one another. Genuine listening has become a rare gift—the gift of time. It helps build relationships, solve problems, ensure understanding, resolve conflicts, and improve accuracy. At work, effective listening means fewer errors and less wasted time. At home, it helps develop resourceful, self-reliant kids who can solve their own problems. Listening builds friendships and careers. It saves money and marriages.

[Part B]

Presentation Skills:

Presentations skills and public speaking skills are very useful in many aspects of work and life. Effective presentations and public speaking skills are important in business, sales and selling, training, teaching, lecturing, and generally feeling comfortable speaking to a group of people.

Developing the confidence and capability to give good presentations, and to stand up in front of an audience and speak well, are also extremely helpful competencies for self-development and social situations.

Presentation skills and public speaking abilities are not limited to certain special people - anyone can give a good presentation, or perform public speaking to a professional and impressive standard. Like most specialisms, this requires preparation and practice.

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Public Speaking Skills:

“When you are speaking in front of a crowd you have everybody's attention. Make sure you deliver your message in style”

Time and again, people speak in front of larger crowds. You do it when you present an assignment at university, when you present a case study at work, when pitching your company as an entrepreneur, and when you have an opinion that you want to convey to a group of people.

In most cases professors, fellow students, politicians, speakers and many others repeatedly fail at following even the simplest rules of public speaking. They sound weak, unsure or confused.

This curriculum was aimed to address & educate common public speaking mistakes people make – and analyse what could be done better.

Body Language/Confidence

Knowing Your Subject and Speech

Preparation & Rehearsing

Know Your Audience and Location

Never Apologize

Focusing on Message

[Part C]

Body Language:

Body language is an important part of communication which can constitute 50% or more of what we are communicating. If you wish to communicate well, then it makes sense to understand how you can (and cannot) use your body to say what you mean.

Body Language is a non-verbal, yet powerful form of communication that every individual denotes via his/her gestures, attitude or face expressions. We don't just respond positively/negatively to spoken words of an individual but also consciously/unconsciously react to that person's body language. Not everyone understands why they are reacting negatively to a certain person, even when the person has done nothing to provoke them.

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Components of Body Language:

1. **Eye Contact:** Always maintain eye contact with your audience.
2. **Hand Shake:** While shaking hands especially in a professional environment, the hand shake should be firm and not loose.
3. **Crossing your Arms:** Crossing your arms could imply that a person is not open to new ideas / opinion especially in case of giving a presentation
4. **Sitting Posture:** Leaning on a chair is not a good idea. One must sit upright though in a relaxed position. Sitting back in your chair implies lack of interest or rejection.
5. **Gesture:** Gesture refers to a type of non-verbal communication which uses a part of the body with or without verbal communication. Gestures include facial expressions, nods [which is a sign of approval in most cultures], head bobbling / shaking.
6. **Facial Expression:** The face is a best reflection of what a person feels. More often than not it is easy to recognize if a person is happy, sad, anxious, irritated, or excited. It is very important that in a professional scenario a person must control his / her facial expressions

Leadership Skills:

The ability to lead effectively is based on a number of key skills. These skills are highly sought after by employers as they involve dealing with people in such a way as to motivate, enthuse and build respect.

Leadership roles are all around us, not just in a work environment. They can be applied to any situation where you are required to take the lead, professionally, socially and at home in family settings. Ideally, leaders become leaders because they have credibility, and because people want to follow them.

Understanding Leadership

- **Who is a Leader?**
- **Leadership Styles**
- **Developing Your Leadership Style**
- **Ethical Leadership**
- **Leadership is not Management**

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Students will be exposed to the below concepts to develop important skill a leader needs and to able to think strategically.

- 1) Situational Leadership
- 2) Working in Groups
- 3) Strategic Thinking Skills

[Part D]

Real-time Specialisation Exposure by Professionals.

1 Introduction about financial services and sharing their Journey

2 Introduction about banking services and sharing their Journey

3 Introduction about E-commerce services and sharing their Journey

4 Introduction about Marketing services and sharing their Journey

1 Introduction about BPO services and sharing their Journey

 Real-time Scenarios

 Interview Skills trained by Real-time HR Personnel. (How to crack an interview)

 Industrial exposure by Real-time Specialists and Professionals.

Placement Assistance:

- Placement support shall be given to every individual undergoing the training program.
- Ainspiraa reserves all rights for the procedure of counselling and scrutinising the students to provide placements with our client companies.
- Students will be shortlisted and referred to different client domains according to the calibre of the individual.
- Placement cannot be assured for students with any health disorders, person with major MTI [*mother tongue influence*], not attending the training sessions regularly, not able to work for shifts [*since all our clients operate according to Global standards and rotational shifts are mandatory*], residing above 20 kilo-meters from client location and rural areas [*exceptional if the candidate is ready to re-locate*].
- Our Client range varies from ITES, Banking, Finance & Accounts, E-Commerce, Medical Transcription and BPO domains.

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Training Schedule Batches.

(Sri Aurobindo College- Customized)

“ENGLISH LANGUAGE – Foundation”

1st Semester – Module 1, Module 6 [Part A]

Weekly 2 days [alternate] = 26 hours

“COMMUNICATION – Foundation”

2nd Semester – Module 2, Module 6 [Part A]

Weekly 2 days [alternate] = 26 hours

Total Duration = 52 hours

“ENGLISH LANGUAGE & COMMUNICATION – Intermediate”

3rd Semester – Module 3, Module 6 [Part A,B]

Weekly 2 days [alternate] = 26 hours

“CORPORATE & EMPLOYABILITY SKILLS -- Foundation”

4th Semester – Module 4, Module 6 [Part B,C]

Weekly 2 days [alternate] = 26 hours

Total Duration = 52 hours

“INTERVIEW SKILLS”

5th Semester – Module 5, Module 6 [Part A,B,C,D]

Weekly 2 days [alternate] = 26 hours

“ORGANISATIONAL & LEADERSHIP SKILLS”

6th Semester – Module 6, Module 6 [Part A,B,C,D]

Weekly 2 days [alternate] = 26 hours

Total Duration = 52 hours
