Intellectual Grooming

College to Corporate (C2C) readiness Course Curriculum

Background

This program assists students to evolve as more evolved individuals through Behavioural competence by effectively learning to handle Life Challenges in a dynamic environment with a cross cultural context. It provides the students with a framework for restructuring their existing skill sets and imbibing Personality Development, Communication, Team Building, and Personal Impact and Effectiveness skills to improve the practical understanding of self and the environment

This course deals with the dynamics of personality development and then proceeds to guide students in comparing themselves to the ideal so that they will become more aware of their personality handicaps. Activities are also meant to deeper their self – realization as they reflect on their existing value system, their life philosophy, paradigms and perceptions and the discover how all these influences their present behavior, success and happiness. These activities are expected to facilitate paradigm shift, unloading of mental and emotional bondages and adopting healthy coping mechanisms. Unpleasant experiences are processed such that the participant can perceive them positively, learn from them and turn them into learning, meaningful and purifying experiences. Students taking this course will be able to:

- Describe a winning, pleasing personality and winning attitude.
- Explain how self – image affects one's feelings, attitudes and behavior.
- Discover appropriate ways for becoming physically and mentally fit.
- Understand the consequences and cause of having win – lose or lose win attitudes and maintaining relationships.
- Demonstrate effective ways of coping with difficult people who resemble persecutors in a psychological game.
- Understand the concept of leadership and team building skills.
- Identify the behavioral manifestations of self-discipline.
- Perform effectively thereby enhancing the brand image of the college.
- Identify the behavioural manifestations of self-discipline.

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Course Outline

- **Attitude -** Nature - Formation and Change - Decision Making Process - Team Work - Group Discussion - Group Decision - Rational and Irrational decisions. Concept of Achievement. Social Power : Nature and Types
- **Goal Setting -** Understanding the Importance of Goal Setting - Identifying Goals - Goals with SPIRIT - My Dreams and Goals - Visualization Techniques - Four P's of Goal Setting - Smart Goals
- **Inter-personal relations -** Introduction to Interpersonal Relations - Analysis Relations of different ego states - Analysis of Transactions - Analysis of Strokes - Analysis of Life position. Feelings; types and steps to deal with complex feelings. Assertiveness and Confidence building.
- **Communication Skills -** Features of an effective Communication - Verbal and non-verbal Communication - Barriers and filters - Listening and active listening - Feedback
- **Body language -**Role of different parts of the body in communication - Non-verbal behaviour. Conflict : types and resolutions - Emotions - emotional empathy and emotional intelligence.
- **Presentation Skills -** Learning to prepare for a presentation - Learning to use tools that enhance the effect of the presentation - Being able to conduct presentations in a smooth and self-assured manner - Making optimum use of the time allocated to them - Being able to feel confident before - during and after any presentation - Learning to present with clarity and precision.
- **Leadership Skills -** Introduction to Leadership - Leadership Styles - Leading & Managing People - Leader Vs. Follower, Leader Vs. Manager - Test your Leadership Potentiality - Leadership Power - Leadership & Conflict Resolution - Assertiveness and Leadership
- **Time Management -** Characteristic of Time - Time as a Resource - Time Wasters - Procrastination - Time Management Styles - Time Management Tools - Effective Delegation - Day to day Time Management Techniques.
- **Stress Management -** Introduction to Stress - Your Personality & Stress - Impact Management Stress - Symptoms & cause of Stress - Managing Stress - Identifying Stressors - Dealing with stress.
- **Team Building & Group Dynamics -** Goals, Roles and Processes - Utilizing Team Resources - Team Building Process - Developing result oriented team - Team Building Concept - Giving Feedback for Improved Performance. Importance of groups in organization - Interactions in group - Group Decision Taking.
- **Conflict Management -** Introduction to Conflict - Conflict styles - Causes of Conflict - Process for managing conflict - Influencing and assertiveness styles - Conflict resolution activities - Working with difficult people.
- **Business Writing -** Use of Simple structure while writing - Apply a positive tone in business communication.

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- **Understanding of Social Etiquettes -** Dressing - Do's and Don'ts for Men; Do's and Don'ts for Women - Dinning Etiquettes - Telephone - E-mail and Public Relations Office's Etiquettes.
- **Creative Thinking -** Express creativity in everyday situations - Know the creative thinking process - Apply lateral and parallel thinking to solve problems - Use the logical side of creativity in problem solving - Views problems as an opportunity and take corrective action - Identify creative blocks and remove them.
- **Motivation -** A Psychological Approach - Personality's Role in Motivation - Using Reinforcement Theory - A Personal Toolbox - Motivation on the Job - Addressing Specific Morale Issues - Keeping Yourself Motivated.
- **Principles and Policies of the Organization related to Ethics and Social Responsiveness; Ethical Dilemmas**

Course Duration

Option 1: 36 Hours i.e., 6-day Workshop
Option 2: 60 Hours i.e., 10 Days Workshop (for Optimum Result)

Some salient features of the program

- Uniqueness in Methodology.
- It is an intensive but a flexible program designed to suit participants with varied learning patterns.
- Uses sharing and reflecting on experiences of the participants as the major learning tool.
- Program have clear metrics for measuring the effectiveness.
- Is not designed to generate agreement but reactions
- It helps the student's to take part effectively in various selection procedures adopted by the recruiters.

Methodology

- Real-World Experience Simulation between Facilitator & Participants.
- Participants will be led in a Directed Learning Mode, not Just with Facilitator's one-sided Lectures.
- Combination of Presentations and Examples from Facilitator and Interactive / Hands-On Participants' Exercises with Individual / Group Report-Outs.
- Experiential workshop environment where participants will be educated to take risks and make adjustments based on their results from Role-Plays before approaching large real-time projects.

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Terms:

- Invoice will be raised on the beginning of the training course and full payment must be made on the last day of the training course;
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only;
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only;
- CLIENT will have to arrange training venue, LCD, Speakers, Mike on their own;
- CLIENT will arrange for trainers Tea / Coffee and Lunch during the training Days;
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable;
- CLIENT will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training;
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client;
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of CLIENT and CLIENT shall not entertain Sieger Group Trainer's or their Associates to facilitate the training program directly without prior written approval of Sieger Training Consultants (P) Limited;
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices;