



SOFT SKILLS TRAINING



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Day – 1 : Introduction to Communication

- What is communication?
- Importance in personal & professional life
- Types of communication: Verbal, Non-verbal, Written
- Common communication barriers

Day – 2 : Effective Communication Techniques

- Active listening skills
- Body language basics
- Clear articulation & tone modulation
- Practical exercises

Day – 3 : Overcoming Communication Barriers

- Identifying personal communication challenges
- Strategies to overcome fear and hesitation
- Role-plays and interactive activities

Day – 4 : Personality Development – Part 1

- What is personality development?
- Key components: Attitude, body language, appearance
- Self-awareness and self-improvement techniques

Day – 5 : Personality Development – Part 2

- Time management
- Building a positive mindset
- Personal goal setting
- Discipline and punctuality

Day – 6 : Creative Thinking

- Definition and importance of creative thinking
- Examples of creative problem solving
- Brainstorming techniques
- Interactive creativity exercises

Day – 7 : Confidence Building

What is self-confidence?

Difference between confidence and arrogance

Simple daily habits to boost confidence

Public speaking basics

Handling stage fear: Tips & Tricks

Day – 8 : Emotional Intelligence (EQ): How to Develop

- What is Emotional Intelligence?
- Importance of EQ in the workplace
- Self-awareness exercises
- Empathy development techniques
- Managing emotions under pressure

Day – 9 : Decision Making

- Understanding decision-making process
- Steps in making effective decisions
- Weighing pros and cons
- Real-life decision-making scenarios
- Practical exercises

Day – 10 : What Actually Matters in Career

- Key traits employers expect
- What matters: Punctuality, attitude, adaptability, learning ability
- What doesn't matter: Overqualification, unnecessary certificates
- Building the right employability mindset

Day – 11 : Hard Skills vs Soft Skills

- Definition and examples of Hard Skills (Technical)
- Definition and examples of Soft Skills (Interpersonal)
- Why Soft Skills matter more than ever
- How to balance both in your career
- Tips to improve soft skills continuously

Day – 12 : Resume Building

- Resume building tips
- Answering common HR questions
- How to handle stress in interviews

Day - 13, 14 : One-on-One Interview Sessions

- Mock interviews (Technical + HR rounds)
- Personalized feedback on:
 - Communication clarity
 - Confidence levels
 - Body language
 - Attitude & mindset



COURSES OFFERING



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FULLSTACK**



**PYTHON
FULLSTACK**



**UI
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LINUX



**CLOUD
COMPUTING**



**DEVOPS
WITH AWS**



DSA



**SYSTEM
DESIGN**



**SOFTWARE
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**CYBER
SECURITY**



**DATA
SCIENCE**



**DATA
ANALYTICS**

Our Recently Placed Students

Now it's Your Turn!

