SOFT SKILLS
TRAINING PROGRAM



Personality Development | Communication Skills | Corporate Communication | 30 Hours

Sl.No	Module	Sub-Topics / Content	Hrs.
1	Personality Development	• Introduction to Personality – Types & Traits • Self-Awareness & Self-Assessment Tools (SWOT, Johari Window) • Building Confidence & Positive Attitude • Goal Setting – SMART Goals Framework • Time Management & Prioritization Techniques • Grooming, Etiquette & Professional Appearance • Stress Management & Emotional Intelligence (EQ) • Leadership Qualities & Team Spirit • Motivation – Intrinsic vs Extrinsic • Personal Branding & Digital Presence	10
2	Communication Skills	• Fundamentals of Communication – Process & Barriers • Verbal Communication – Clarity, Tone & Diction • Non-Verbal Communication – Body Language & Gestures • Active Listening & Effective Feedback • Public Speaking & Presentation Skills • Group Discussions – Strategy & Participation • Telephone & Video Call Etiquette • Reading Comprehension & Vocabulary Building • Technical vs Non-Technical Communication • Cross-Cultural Communication Awareness	10
3	Corporate Communication	• Introduction to Corporate Communication • Professional Email Writing – Structure, Tone & Templates • Business Letter & Memo Writing • Report Writing – Formal & Informal Reports • Meeting Management – Agenda, Minutes & Follow-ups • Workplace Communication – Upward, Downward & Lateral • Interview Skills – Types, Preparation & Mock Interviews • Resume / CV Preparation & LinkedIn Profile Building • Corporate Presentation Skills – PowerPoint & Pitching • Conflict Resolution & Negotiation in the Workplace	10
		Total Duration	**30 Hrs.**