

BRAND 'YOU'

...A FINISHING SCHOOL PROGRAM



VIVACITE FINISHING SCHOOL

...for that final touch!



FINISHING SCHOOL PROGRAM – Brand ‘YOU’

Whether you are a professional, a student or a businessperson, ‘Brand YOU’ is for you.

To get the right job, to give a leap to your career, to start a second career or simply to create the right image socially and professionally... ‘Brand YOU’ helps in all.

Module:

Introduction

- What is Personality and Personality Enhancement?
- What are Soft Skills and why we need to polish them?

Mind Training

- Training our Minds
- Understanding Conscious and Sub-Conscious Mind
- Self Development – Positive Attitude & Positive Thinking
- Self motivation and managing stress
- Confidence Building

Effective Communication Skills

- Understanding Communication
- Active Listening Skills
- Enhancing Verbal Communication
- Communication via phone
- Communication in Business Meetings
- Email writing and structure of emails
- Power of Non-verbal Communication
- Appropriate Body Language
- Improving postures & gestures
- Public Speaking Skills

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- Para Verbal Communication – Correct usage of Tone, Intonation, Volume and Pitch.
- Barriers to Effective Communication
- Conversational Skills
- Indianism of English

Etiquette

- Business Etiquette
- Email Etiquette
- Telephone Etiquette
- Interview Etiquette
- Fine Dining Etiquette
- Networking

Dress for Success

- Dressing rightly for the right occasion
- Formal, Business casuals and casuals – the right choice for the right professional image

Effective Interpersonal skills

- Interpersonal Skills
- Power of strokes

Course Duration: 2.5 months

Methodology: Sessions are highly interactive. A combination of Lectures, Exercises, Activities, Role Plays and Feedback is used.

Kindly note that this is a certification program.

Customization options are available for one to one coaching.

Program Director:

Sonika Dewan

Behavioral Skills Trainer, NLP Practitioner

About the trainer:

Sonika Dewan, Director, Vivacite Finishing School, is an **MBA** in Marketing with more than 18 years of work experience. She has been a **Soft Skills and Behavioral Trainer** with her powerful corporate and social finesse. She is a certified Trainer by **Dale Carnegie Training** and an **NLP (Neuro Linguistic Programming) Practitioner** certified by the American Board of NLP and INLPTA. She is also a **Psychometric Test Professional** and a certified **Learning and Development Manager** by Middle Earth HR and Carlton Advanced Management Institute. An experienced instructor competent in creating highly simulative learning environment, a facilitator and trainer, with a diversified background in training and management.

Over the years, she has partnered with diverse institutes, organizations and corporate, providing complete learning solutions specific to their organizational needs. Sonika has successfully conducted workshops and training interventions from induction programs to managerial level trainings, clocking more than 9000 hours. She has had the opportunity to train more than 4000 participants, bringing about life-changing experiences in the training sessions.

She specializes in:

- Mind Training
- Effective Communication Skills
- Personality Enhancement & Corporate Grooming
- Confidence Building
- Business, Social & Dining Etiquette
- Time Management
- Team Building
- Presentation Skills
- Interview Skills
- Stress Management

TO REGISTER CALL:

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