Rubicon Training Outline

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| New Hire Training/ Personality Development/ Employability Skills | | | |
| Sr. No. | Topic | Learning Objectives | Duration |
| 1 | Expectation setting | To learn Industry expectations from fresher’s | 1 |
| 2 | Ice breaking | To know more about the trainer & candidates | 1 |
| 3 | Organizational Structure | To learn Organizational structure | 2 |
| 4 | SWOT Analysis | To identify their Strength/Weakness/Opportunities/ Threat | 2 |
| 5 | Corporate Jargons | To learn most commonly used words in corporates | 1 |
| 6 | Public Speaking | To eliminate stage fear | 2 |
| 7 | Presentation Skills | To articulate your thoughts through Power point presentation | 2 |
| 8 | E-mail Etiquette | To learn E-mail writing skills | 2 |
| 9 | Grooming | Dress to impress/ Proximity/ Personal hygiene/ | 2 |
| 10 | Body language | To learn positive body language | 1 |
| 11 | Telephone Etiquette | To handle telephonic round of interview/ To learn call mechanics | 2 |
| 12 | Group Discussion | To access candidates' public speaking skills | 2 |
| 13 | Personal Interview | To perform well during interviews | 4 |
| Total | | | **24 hrs.** |