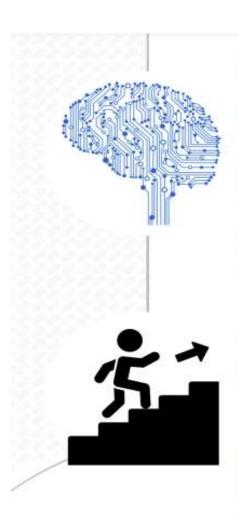# Campus to Corporate Training Program

A special program series for young professionals transitioning from college to the working world

ITPF Technology an **ISO 9001:2015** company provides services to small, medium, and large enterprise organisations both in the public and private sector.

Since inception, **ITPF Technology** has grown into a well recognised provider of NextGen technology, advanced networking, managed services, consultancy and hardware sales and support, which help our customers achieve their business goals.

The group focus has evolved and adapted to all the latest business technologies to enable us to continuously provide state of the art service and products to our customers.

To back up our turn key solutions we are able to offer a wide variety of services from planning, designing and implementing, to optimising, operating and maintaining solutions.

LEARNING & DEVELOPMENT

To improve the business performance of our clients and enhance the achievement of their business objectives through fulfillment of analytically evolved training needs.

We revolutionize the learning through our unique methodology which is customized as per the client need. Our approach is innovative, interactive and inclusive approach to education and training.

- o Technical Trainings
- o NextGen Technologies Trainings
- o Business Process Trainings
- o Soft Skill Trainings

Workshop 1
campus to corporate part 1 [5 Days]

Module 01 - Introduction
- Importance of Introduction
- Elements of Introduction
- Flow of Introduction
- Impact of Introduction

Module 02 - communication Skill
- Verbal Communication
- Non verbal communication
- Listening Skill
- Writing Skill
- Questioning

Module 03 - Goal Setting
- Establist smart goal
- Importance of mission Statement
- Formulation of Goals
- Procrastination
- Visualization of Goals

Module 04 - Role of Attitude
- Positive mental attitude
- career planning
- stress management
- Anger management

Module 05- Time Management
- Prioritization
- dealing with difficult task
- getting organized
- how to get away from distractions
- work life balance

Workshop 2
campus to corporate part 2 [5 Days]
Module 01 - Recape of workshop 1
Module 02 - Presentation Skill
foundamental of effective presentation
5 Ps of an effective presentation
importance of visual aids
Understanding and overcoming fear
public speaking
importance of managing Voice and language
Managing question and answer
Module 03 - Interpersonal and team skills
Initiating small talks
managing relationships
understanding the cultural diversity
teambuilding process and techniques
coordination in teams
assertive communication while dealing with team
balancing team needs and individual needs
importance of feedback in team building
Module 03 - Personal safety & Security
Need of Preparedness
Physical Security
mental Security
Cyber Security
Module 04 - Negotiation
What is Negotiation
Importance of Negotiation
Tactics of negotiation
Phases of Negotiation
Win-Win Negotiation.
Module 05 - Customer Management
Importance of Cutomer in business
Understanding Customer voice
Business Case
Manage Escalation /Difficult Customer
Customer relationship management

Workshop 3
Campus to corporate part 3 [5 Days]

Module 01 - Recape of workshop 2

Module 02 - Business Etiquette
Making the first impression
importance of handshakes
business card Etiquette
grooming and personal hygiene
body Language
telephone and email etiquette

Module 03 - Conflict Management
What is conflict
Type of conflict
Cuases of conflict
identification of conflict
Conflict management

Module 04 - Decision Making
Need of Decision Making
component of decision making
Owning the decision & results
conclusion

Module 05- Facing Interview
preparing to face interview
group discussion
resume building
Body language , grooming and dressing

WorkShop registration fee
Workshop 1 - 2500 per student Min 20/max 30 Student per workshop
Workshop 2 - 2500 per student Min 20/max 30 Student per workshop
Workshop 3 - 2500 per student Min 20/max 30 Student per workshop

Deliverable
Workshop participation certificate
Important contents softcopy
Registration with ITPF for job assistance
Free 1 yr carrier counselling

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