

Campus To Corporate

How To Make It In The Real World

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About Me :

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Introduction

Campus to Corporate training is a soft skills program that helps students transition smoothly into corporate life.

This training gives insights to students on how to become efficient through learning the basics of corporate communication, presentation skills, and the positive attitude that is required when moving from a college to corporate environment.

Topics we will cover

- College life vs Corporate Life
- Communication skills
- Presentation skills
- Resume Building
- How to prepare for an Interview
- Business Etiquette
- Role of attitude



PROGRAM OBJECTIVE

- Preparing students for Campus to Corporate transition.
- To help students improve their communication (Spoken, Written and Presentation Skills)
- To build confidence, develop self-esteem, and to bring positive changes in the attitude of participants.
- To impart career specific practical inputs along with sharing the expectations of corporate.
- To give inputs into writing their resumes to facing interview to learning corporate etiquette.
- To resolve personal development issues through interaction and question answer sessions.

THE PARTICIPANTS WILL LEARN HOW TO

- Make the first impression
- Greater confidence to interact with people.
- Achieve results in communicating with others
- Maximize presentation skills
- Improve the effectiveness while facing the interview
- Manage stress and enhance positive attitude.

SYLLABUS

MODULE 1

COLLEGE LIFE

VS

CORPORATE LIFE

- Learning from college life
- Understanding corporate life
- Preparing from college to corporate
- Essentials for corporate life
- Mindset for smooth transition
- Positive attitude to face the challenges

MODULE 2

COMMUNICATION SKILLS

SYLLABUS

- What is Communication?
- Types of communication
- Verbal and Non-verbal communication
- Importance of communication
- Communicating with peers
- Merits & Demerits of verbal & non-verbal communication
- Written communication & Email writing
- Body language
- Barriers to communication

MODULE 3

PRESENTATION SKILLS

SYLLABUS

- Planning and organizing Presentation
- Making of Presentation
- Overcoming fear
- Presenting with confidence
- Handling questions
- How to open and close a Presentation?
- Body language and Voice modulation

SYLLABUS

- Content of resume
- Planning of resume
- Making of resume
- Types of resume
- Do's and don'ts
- Structure of resume
- Tips for writing an impressive resume
- Presentation of resume
- Writing a fresher's resume
- Cover letter

MODULE 4

RESUME BUILDING

MODULE 5

INTERVIEW SKILLS

SYLLABUS

- Importance of Interview
- Types of Interviews
- Preparing to Face Interviews
- Rules for Before, during and after the interview
- Being positive
- Facing the questions confidently
- Body language
- Dressing and grooming

MODULE 6

BUSINESS ETIQUETTE

SYLLABUS

- Corporate etiquette
- Language etiquette
- Telephone etiquette
- Email etiquette
- Communication etiquette
- Meeting etiquette
- Cubicle etiquette
- Personal grooming and hygiene

MODULE 7

ROLE OF ATTITUDE

SYLLABUS

- Understanding attitude
- Importance of positive attitude
- Adapting to changes
- Tips to adapt change at workplace
- Ways to develop growth mindset
- Creating positive work attitude
- Importance of positive attitude
- Impact of Positive attitude on our lives

THANK YOU

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