

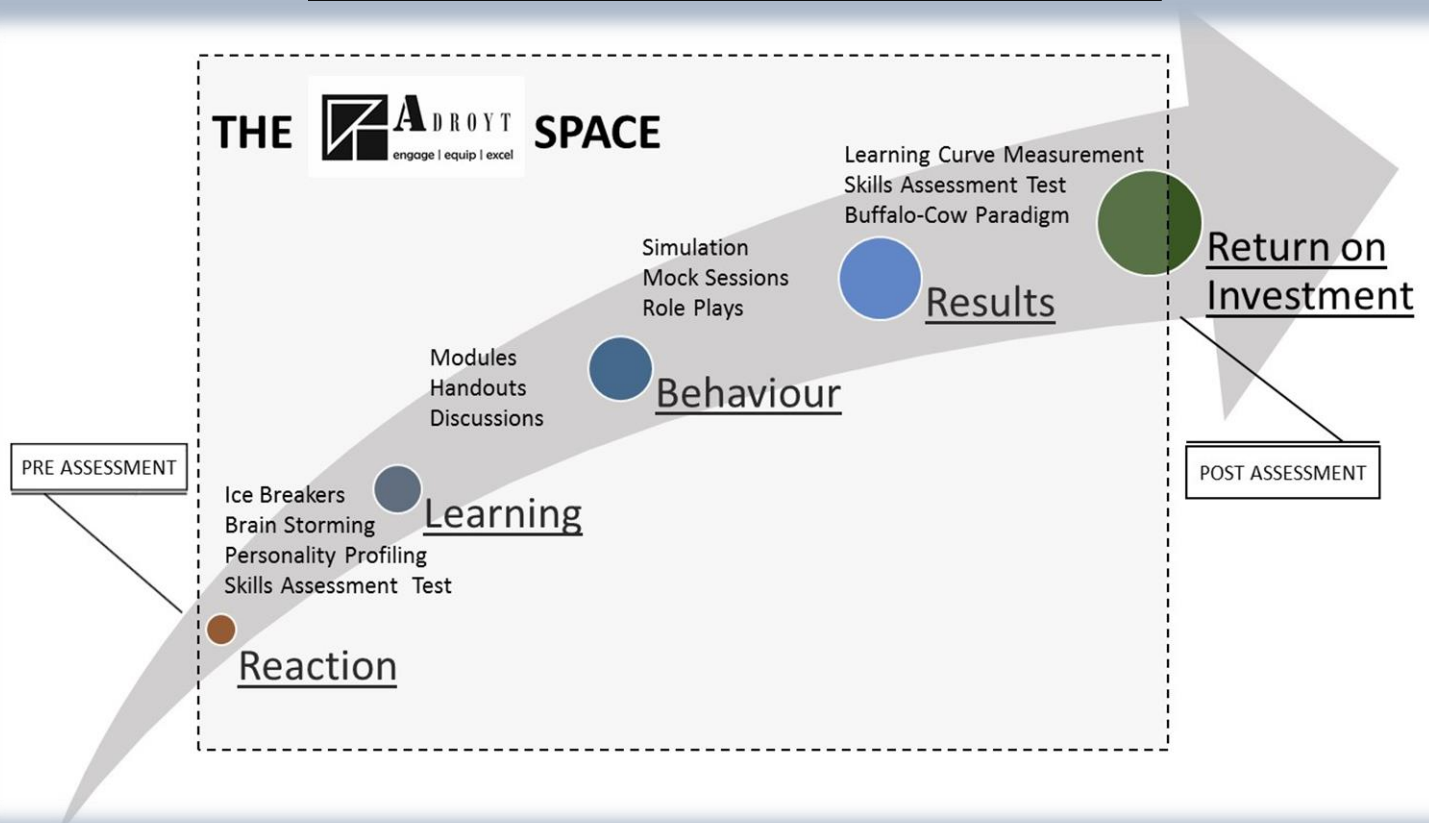


SOFT SKILLS ARE NOT OPTIONAL

Our primary research substantiates the importance of Soft Skills. We interviewed 100 hiring managers and our data indicates that 27% say that the more weightage is placed the technical skills whereas the rest of the **73% say that they place higher weightage on Interactive Abilities and Emotional Quotient (EQ)**. This has been reinforced through secondary research with the help of recognized institutes such as Stanford and Carnegie Melon Foundation.

Adroyt focuses on:

- Interactive Lectures
- Class Discussions
- Small Group Exercises
- Case Studies
- Role-Playing
- Simulations
- Games
- Surveys
- Quizzes
- Short Writing Exercises
- Observations
- Real Field Work



ADROYT'S TRAINING MODULES INCLUDE

1. Job Interview and Negotiations

Mock interview sessions, Impressionable Introductions, Attire, Rapport Building, Resume Writing, Follow Ups, Salary Negotiations

2. Manager Management

Mock Sessions, Language Skills, Communication on Email, Phone Etiquette, Communication in Person, Saying 'no' to personal favors, Time Management and Shift Adherence, Small Talk

3. Personal Branding

Mock sessions, Self-Image, Supervisor Image, Subordinate Image

4. Body Language

Posture, Gestures, Facial Expressions, Seating & Standing, Proximity Adherence

5. Communication Strategies & Interpersonal Skills

People handling, human psychology, ethics and linguistic skills

6. Client Relations

Mock Sessions, Formal Communication, Informal communication, Client retention, Build Trust, Peer Leadership

7. Business Writing

Email Etiquette, Memo Etiquette, Language Skills, Note writing, Formal Writing Formats

8. Social Intelligence

Mock Sessions, Interaction Skills, Social Etiquette, Knowledge & Awareness, Attire, Small Talk, Body Language, Confidence

9. Public Speaking / Vocal Projection

Tone, Language Skills, Body Language, Logical Thought Flow, Prepared Speeches, Impromptu Speeches, Attire

10. Presentation Skills

PowerPoint (Crash Course), Attire, Body Language, Language Skills, Prep-work for Presentation, Etiquette, Time Management

11. Boardroom/Meeting Etiquette

Body Language, Boardroom Attire, Boardroom Etiquette, Presentation, Language Skills

12. Negotiation Skills

Tone, Assertiveness, Information (Content), Body Language, pre- defined objectives

13. Personal Productivity

Management skills, delegation, authority, error free documentation

14. Corporate Behaviour

Leadership skills, Departmental Knowledge, Company Knowledge, Sociology, Anthology

15. Time Management

Understanding "Schedule" & "Routine", Understanding your Day/Week, Help create your Personalized Daily and Weekly Schedule, Benefits of Time Management

16. Business Etiquette

Language skills, Interpersonal skills, Communication with Subordinates, Peers & Managers, Attire, Pantry Etiquette, Restroom Etiquette, Workstation Etiquette, Phone Etiquette

17. Escalations & Workplace Harassment

HR Policies, Social & Anti-Social Behaviour, Employee Rights & Employer Rights, Diplomacy, Escalation Management and Handling

18. Stress Management

Understanding “Stress” and “Performance dips”, SWOT Analysis, Time Management, Behaviour Interpretation, Saying “No” to stress, Providing Generic and Personalized techniques to Excel at Work

19. Corporate & Social Dressing

Office wear, Boardroom Attire, Business Casuals, Smart Casuals, Friday/Saturday Dressing, Social-event Attire, Casual Attire, Shoes & Accessories

20. Customer Service

Tone, Language Skills, First Impressions, Impactful Introductory, Relationship Management, Small Talk, Irate-Client Management