

SPAARKZ ACADEMY

SESSION PLAN

S.no	Module	Training Objective	Focus Areas	Duration
1.	Introduction	A Discussion with the participants about the outline of this training program.To give participants a gist of objectives		30 min
2	Professionalism	At the end of this session, participants will learn about professional conduct, Do's and Don'ts in professionalism to groom their behaviour	Professional conduct Professionalism in workplace Where to start Professionalism	30 min
3	Fundamentals of communication	To enable participants to communicate effectively and to develop their language skills from the basics.	Listening Speaking Reading Writing	120 min
4	First Impression	By this session participants understand how to make good first impression and to influence the overall opinion of others to build their career in workplace	Influencing People Self confidence	60 min
5	Positive attitude	By end of this session participants learn and understands about Positivity and how to achieve greater success through	Positive believing Power of Positive attitude Positive Gestures	90 min

		positivity		
6	Erase Fear Factors	A Discussion session about fears and how to overcome fears		30 min
7.	Team Work	An activity oriented program, that deals with the entire concepts of teamwork and team forming	Team Forming and Synergy Supportiveness Helping others	180 min
8	Leadership	This Leadership Training Program is aimed at providing essential knowledge required to handle various communication and leadership challenges faced by a manager.	Principles of Leadership Essential skills of leader Leadership Development	120 min
9	Group Discussion	At the end of this session, participants will understand about the overall conduct of group discussion	Prerequisites of GD Do's and don'ts in GD Mock GD	120 min
10	Interview Preparation	To enable participants to effectively prepare for interviews for various job roles by preparing questions that elicit competencies and behaviour patterns	Preparation for Interview Do's and Don'ts in Interview Mock Interview	180 min