

Modules		Takeaways	Key Exercises
Module 1	<p>The similarity between a love letter and a cover letter: Understanding the importance of a cover letter in the process of applying for a job.</p> <p>Duration: 1 hour</p>	<ul style="list-style-type: none"> • Learning how to identify facts from a Job Description (JD) for a designation • Understanding how to combine your strength with the facts from the JD to write a cover letter 	<ul style="list-style-type: none"> • Lectures through Slides • Interactive discussion • Practical application
Module 2	<p>The last impression can also be the first impression: Understanding the importance of online communication with prospective companies</p> <p>Duration: 1 hour</p>	<ul style="list-style-type: none"> • Learning how to conduct a proper email correspondence for applying for a job • Learning how to handle acceptance and rejection gracefully 	<ul style="list-style-type: none"> • Lectures through Slides • Interactive discussion, Video
Module 3	<p>Are you a fish trader from Kawran Bazar?: Understanding the importance of proper negotiation for salary</p> <p>Duration: 1 hour</p>	<ul style="list-style-type: none"> • Understanding the mechanism of negotiation • Learning to apply the concept of economics and your strength to negotiate strongly 	<ul style="list-style-type: none"> • Lectures through Slides • Interactive discussion

Workshop on Impressive CVs and Cover Letters

Duration : 2 Hours

Modules		Takeaways	Key Exercises
Module 1	Difference between CV and Resume	<ul style="list-style-type: none"> • Difference between CV and resume • Choosing the right template • Selecting the right picture 	<ul style="list-style-type: none"> • Demonstration • Lecture • Practice
Module 2	Writing an Effective Resume	<ul style="list-style-type: none"> • How to write career objectives • How to insert key words 	<ul style="list-style-type: none"> • Demonstration • Lecture • Practice

Presentation skill Masterclass

Beginners and Intermediate PowerPoint Presentation Skills

Complete Canva Based Presentation Design Skills

Mastery of Business and Public Presentation

Duration: 3 Hours

Modules		Takeaways	Key Exercises
Module 1	Exploring PowerPoint	<ul style="list-style-type: none"> Understanding the application of PowerPoint Presentation Exploring Menu Bar, Home Menu, Insert Menu, Design Menu and Tools Guideline for Message Writing and Information Formulation Initials to make Power Point Presentation Using Built in Power Point template Exploring Layout and Selecting desired one Inserting Shape, Align Shapes, Picture, Audio and Video 	Practice
Module 2	Dissection of PowerPoint	<ul style="list-style-type: none"> Knowing the hidden plug-Ins Iconography in PowerPoint 	Practice
Module 3	Think Like a Designer	<ul style="list-style-type: none"> Typography-Using the Right Fonts Color theories Innovate in Backgrounds Theme selection 	Practice
Module 4	Content & Data Visualization	<ul style="list-style-type: none"> Core concepts on data visuals Content Mapping Insights Crunched number, clear visual Orientation with Tools and techniques 	Practice
Module 5	Adding Animation, Effects and Transitions	<ul style="list-style-type: none"> Putting Slide Transaction Putting and Customized Animation Adding Effects, Adding Small Clips, Video Formatting Text 	Practice

Module 6	Slide Development: Hyper Link, Other Links	<ul style="list-style-type: none"> • Link Slides with other • Hyperlinks, Finalization • Slide Show and Editing 	

Duration: 3 Hours

Topics - Sessions		Learning and Exercise
Session 1	Exploring PowerPoint	<ul style="list-style-type: none"> • Understanding the application of PowerPoint Presentation • Exploring Menu Bar, Home Menu, Insert Menu, Design Menu and Tools • Guideline for Message Writing and Information Formulation • Initials to make Power Point Presentation • Using Built in Power Point template • Exploring Layout and Selecting desired one • Inserting Shape, Align Shapes, Picture, Audio and Video
Session 2	Dissection of PowerPoint	<ul style="list-style-type: none"> • Knowing the hidden plug-Ins • Iconography in PowerPoint
Session 3	Think Like a Designer	<ul style="list-style-type: none"> • Typography-Using the Right Fonts • Color theories • Innovate in Backgrounds • Theme selection
Session 4	Content & Data Visualization	<ul style="list-style-type: none"> • Core concepts on data visuals • Content Mapping Insights • Crunched number, clear visual • Orientation with Tools and techniques
Session 5	Adding Animation, Effects and Transitions	<ul style="list-style-type: none"> • Putting Slide Transaction • Putting and Customized Animation • Adding Effects, Adding Small Clips, Video • Formatting Text

Session 6	Slide Development: Hyper Link, Other Links	<ul style="list-style-type: none"> • Link Slides with other • Hyperlinks, Finalization • Slide Show and Editing
Session 7	Presentation Making: Practical Work	<ul style="list-style-type: none"> • Making TOC of your PowerPoint Presentation • Inserting Information, Table, Graph, Image, Sound
Session 8	Security	<ul style="list-style-type: none"> • Save as security • Password Protection
Session 9	Introductory to Canva	<ul style="list-style-type: none"> • Canva for Beginners • Design in Canva • Canva Free Vs Pro

Microsoft Skills Masterclass

Mastery of Business and Public Presentation

Microsoft Excel Fundamentals

Formatting Data & Worksheets

Beginners and Intermediate Finance and Accounting Tools

Creating Visually Effective Excel Dashboard

Duration: 12 Hours

Topics - Sessions		Learning and Exercise/ take away
Session 1	Ribbon & Range	<ul style="list-style-type: none"> • Minimize & Customize the Ribbon • Cell, Row, Column • Range Examples, fill a Range • Move a Range, Copy/Paste a Range • Insert Row/Column, Hide Row/Column • Custom Lists, Comments, Name Manager

Session 2	Worksheets	<ul style="list-style-type: none"> • Select, rename a Worksheet • Insert, Move, delete a Worksheet • Zoom, Split, Freeze Panes • View Multiple Worksheets, Spelling
Session 3	Find & Select, Page Setup	<ul style="list-style-type: none"> • Find, replace • Copy Visible Cells Only • Header & Footer, Page Number, Date & Time • Page Margins, Page Breaks
Session 4	Cell References, Import Data from Other Source, Print	<ul style="list-style-type: none"> • Relative Reference, Absolute Reference • Hyperlink, Linking Data • Print a Worksheet, Print Multiple Copies • Repeat Specific Row • From Web, Text File
Session 5	Data Filter, Conditional Formatting	<ul style="list-style-type: none"> • Filtering, Advanced Filter • Number and Text Filters • Find Duplicates, Remove Duplicates • Highlight Cells Rules, Top/Bottom Rules • Data Bars, Color Scales, Icon Sets
Session 6	Professional Level Tables	<ul style="list-style-type: none"> • Benefits of Excel Table • Preparing Data, creating an Excel Table • Choosing Formatting Style • Sort & Filter Data • Show/Hide Total Row, Insert Slicer • Convert Table Back to a Range
Session 7	Important Functions	<ul style="list-style-type: none"> • Date & Time, Count and Sum Functions • Text Functions, Lookup Functions • Logical Functions, IF, AND & OR
Session 8	Charts & Graphs	<ul style="list-style-type: none"> • Benefits of Charts • Sort Data Before Charting Chart • Creating a Chart, Change Chart Type • Switch Row/Column, Chart Title • Data Labels, Display/Hide Gridlines • Remove Noise • Bar Chart, Column Chart, Line Chart • Pie Charts, Area Charts, Combined Chart • Gantt Chart, Histogram, Organization Chart • Gauge Chart, Sparkline

Session 9	Excel for Executives / Professionals	<ul style="list-style-type: none"> • Dynamically calculate monthly salary expenses • Find the total salary expenses • Find length of service or age in years, months and days • Calculate number of yearly leaves taken by employees with Formula & more • Prepare a Budget Sample
Session 10	Pivot Table & Chart	<ul style="list-style-type: none"> • Benefits of PivotTable & Pivot Chart • Creating a PivotTable • Formatting PivotTables • Arranging / Pivoting Data • Sorting and Filtering Data • Refreshing a PivotTable • Recommended PivotTables • Changing the Way Values are Displayed • Insert Slicers • Using Various Conditional Formatting Styles
Session 11	Introduction to PowerPivot	<ul style="list-style-type: none"> • Using the Data Model in Excel 2013 to Join Two Tables • Getting data in PowerPivot • Load Data into PowerPivot • Define Relationship in the PowerPivot Window/Diagram View
Session 12	Introduction to Dashboard	<ul style="list-style-type: none"> • What is a Dashboard? • How Dashboard Differ from a Report? • Benefits of Dashboard • Things to Consider Before Creating a Dashboard • Interactive Tools for Dashboard • Dashboard Do`s and Don'ts • Preparing Raw Data into Tabular Format

Business & corporate communication

Business Communication Essential

Business Emails and Letters

Core Business English Skills

English for Management and Leadership

Duration: 12 Hours

Modules		Takeaways	Key Exercises
Module 1	Business English Essentials- Verbal	<ul style="list-style-type: none"> Professional Introduction Talking about your work Mastering functional language Telephone conversations Meetings and presentations interviews Vocabulary and Phrases 	<ul style="list-style-type: none"> Lecture Interactive practice Discussion Vocabulary Q/A Quiz
Module 2	Business English Essentials- Written	<ul style="list-style-type: none"> Emails and letters Writing a cv etiquette and tips 	<ul style="list-style-type: none"> Lecture Interactive practice Discussion Vocabulary Q/A Quiz

Workshop on Corporate Etiquette and Grooming

Duration : 4 Hours

Modules		Takeaways	Key Exercises
Module 1	Understanding Emotional Intelligence and Interpersonal Skills in a Formal Setting	<ul style="list-style-type: none"> Define Pre-Conceived Notion (PCN) Identify where PCN stems from Relate PCN with interpersonal communication 	<ul style="list-style-type: none"> Context analysis – Discussion on transference of etiquette amongst different peer groups

Module 2	Workplace Etiquette, Positive Attitude, and Grooming in the Corporate World	<ul style="list-style-type: none"> Understand that there is no universal definition of etiquette Explore industry specific grooming Explore etiquette & grooming with situation and problems 	<ul style="list-style-type: none"> Situation analysis- identify and elimination of problems with real life examples Peer feedback
Module 3	Strategic Communication	<ul style="list-style-type: none"> Understanding Business Communication How to use communication skill to achieve goals in an organization How to improve professional communication skills 	<ul style="list-style-type: none"> Process development – Discussion on understanding how strategic communication is different from our day-to-day ones
Module 4	Basics of Communication Etiquette & Professionalism	<ul style="list-style-type: none"> Exploring various communication scenarios Understanding channel of communication Adapting to modern digital environment of professional communication Exploring communication etiquette 	<ul style="list-style-type: none"> Situational analysis Real-world example-based activity Peer feedback

Workshop on Wining Interview Skills

Duration: 3 Hours

Modules	Takeaways	Key Exercises	
Module 1	Different kind of interviews How to answer questions Body language, etiquette and appearance	<ul style="list-style-type: none"> Knowing different kind of interviews How to answer questions like introducing oneself, strength, weakness, why leaving the current job, salary expectations Presenting oneself professionally 	<ul style="list-style-type: none"> Group discussion Roleplay Demonstration
Module 2	Mock interview	<ul style="list-style-type: none"> Practice on different type of job related questions 	<ul style="list-style-type: none"> Role play