



ARUN NARKE FOUNDATION

Corporate Enhance Module

(25 Sessions -- 50Hrs)

Syllabus:

- | | |
|---|---------------------|
| 1. Essential Communication | (4 sessions) |
| 2. Basic Vocabulary (Business) | (4 sessions) |
| 3. How to Greet? | |
| 4. How to Shake hands (With steps) | (1 session) |
| 5. Body Language | (2 Sessions) |
| 6. Business Etiquettes | (2 Sessions) |
| 7. Meeting Etiquettes | (2 Sessions) |
| 8. Interview techniques with attire & question | (4 Sessions) |
| 9. Business Writing | (1 Session) |
| 10. Grooming | (1 Sessions) |
| 11. Attitude Building & leadership Skills | (4 Sessions) |

Mock Interview