

INSTITUTES

MYRIAADS CORPORATE READINESS PROGRAM

The primary aim of this training program is to enable the students undergoing it to get gainfully employed. In order that the students are well placed and excel in their field of Endeavour – so as to boost the brand image of the college/university – are trained on certain finer aspects of soft skills. This program is exclusively for fresher recruitment from campuses and off campus, where our customized workshops and training to the campus graduates enables them to gear up to the challenges of the real world. **The focus is to help Students Bridge the gap between being academically prepared and business-ready, equipping them with the tools needed to get into and succeed in the career of their choice.** Along with our experience in delivering training solutions to some of the big names in the industry, makes us ideally placed to act as a bridge between the campus and corporate environments.

PROGRAM OBJECTIVES

This workshop will help you in

- Honing corporate skills
- Understanding the importance of soft skills and the role they play in the career development of an individual
- Undergo a systematic and result oriented training module , which will help you to achieve your dream career and job
- Motivation to find a job/career
- Understanding how to get noticed through portals and Social networking sites
- Importance of having a Positive Attitude
- Understanding the essence of mentorship in career
- Positive and lasting first impression.
- Importance of personal hygiene and tips on maintaining personal hygiene in professional life.
- Being assertive in your communication
- Confidently handling Interviews & Group Discussions

WORKSHOP METHODOLOGY

The 50 hours workshop has been designed such that you have a complete learning experience with thorough industry relevance. The following methodologies will ensure this...

- Slide Presentation
- Management Games
- Discussions
- Group Exercises
- Role Plays, Simulations, Case Studies
- Self Practice Exercises

WHO SHOULD ATTEND?

This program is designed for

- Undergraduates
- Postgraduates
- Management trainees
- Freshers

PROGRAM CONTENT

➤ Brand You

- Building Positive Attitude
- **My Motivation to find a job**
- Creating Brand You/Creating First Impression/Market Yourself
- Emotional Intelligence

➤ Career :

- Job Vs Career
- Social Networking
- Mentorship Through Career
- Goal Setting

➤ Presenting With Skill & Style

- Presentation skills
- Email Etiquettes
- Resume Writing & Cover Letter
- Interview Skills & Group discussions

DELIVERY METHOD

- Instructor-led classroom training
- E Learning

TAKE AWAYS

TANGIBLES

➤ Course material

➤ Certification

- RAI (Retailers Association of India)
- Infinite Myriaads Pvt. Ltd.

INTANGIBLES

- Knowledge, Various tips, pointers, ideas, thoughts to ponder, do's and don'ts

DURATION

50-100 each year

MYRIAADS KIDS PROGRAM

PROGRAM OBJECTIVE

Myriaads Kids program enhances on life skills, which are abilities for adaptive and positive behavior that enable children to deal effectively with the demands and challenges of everyday life. We aim to impart certain core set of skills for the promotion of mental health and well-being of children and adolescents.

WORKSHOP METHODOLOGY

- Audio-visuals
- Whiteboard (if available)
- Activities & Exercises
- Role plays and simulation exercises

TRAINING INPUTS

- Child friendly teaching techniques
- Trained Faculty
- Fun & Learn techniques
- Story telling sessions

WHO SHOULD ATTEND?

- This program is designed for
- School students (Std. 5 – Std. 10)

PROGRAM CONTENT

1. Self-awareness includes our recognition of ourselves, of our character, of our strengths and weaknesses, desires and dislikes. Developing self-awareness can help us to recognize when we are stressed or feel under pressure. It is also often a prerequisite for effective communication and interpersonal relations, as well as for developing empathy for others.
2. Empathy is the ability to imagine what life is like for another person, even in a situation that we may not be familiar with. Empathy can help us to understand and accept others who may be very different from ourselves, which can improve social interactions, for example, in situations of ethnic or cultural diversity. Empathy can also help to encourage nurturing behaviour towards people in need of care and assistance, or tolerance, as is the case with people with disabilities, or who may be stigmatized and ostracized by the very people they depend upon for support.

3. Interpersonal relationship skills help us to relate in positive ways with the people we interact with. This may mean being able to make and keep friendly relationships, which can be of great importance to our mental and social well-being. It may mean keeping good relations with family members, which are an important source of social support. It may also mean being able to end relationships constructively.
4. Effective communication means that we are able to express ourselves, both verbally and non-verbally, in ways that are appropriate to our cultures and situations. This means being able to express opinions and desires, but also needs and fears. And it may mean being able to ask for advice and help in a time of need.
5. Critical thinking is an ability to analyze information and experiences in an objective manner. Critical thinking can contribute to health by helping us to recognize and assess the factors that influence attitudes and behavior, such as values, peer pressure, and the media.
6. Creative thinking contributes to both decision making and problem solving by enabling us to explore the available alternatives and various consequences of our actions or non-action. It helps us to look beyond our direct experience, and even if no problem is identified, or no decision is to be made, creative thinking can help us to respond adaptively and with flexibility to the situations of our daily lives.
7. Decision making helps us to deal constructively with decisions about our lives. This can have consequences for health if young people actively make decisions about their actions in relation to health by assessing the different options, and what effects different decisions may have.
8. Problem solving enables us to deal constructively with problems in our lives. Significant problems that are left unresolved can cause mental stress and give rise to accompanying physical strain.
9. Coping with stress is about recognizing the sources of stress in our lives, recognizing how this affects us, and acting in ways that help to control our levels of stress. This may mean that we take action to reduce the sources of stress, for example, by making changes to our physical environment or lifestyle. Or it may mean learning how to relax, so that tensions created by unavoidable stress do not give rise to health problems.

10. Coping with emotions involves recognising emotions in ourselves and others, being aware of how emotions influence behaviour, and being able to respond to emotions appropriately. Intense emotions, like anger or sorrow can have negative effects on our health if we do not react appropriately.

11. English Language to enable children to learn the nuances of grammar, achieve fluency and speak confidently and correctly in English

12. Personality Development, grooming, hygiene and civic sense to inculcate in children Right from childhood.

DELIVERY METHOD

- Instructor-led classroom training
- Experiential learning activities

TAKE AWAYS

TANGIBLES

- Course material

INTANGIBLES

- Holistic development, confidence and happiness

DURATION

- 600 hours over 6 years from class 5th to 10th

MYRIAADS FACILITATION PROGRAM

PROGRAM OBJECTIVES

This workshop will help you in

- Shifting from the paradigm of 'Teaching' as an event to a 'Learning' process
- Understanding the qualities of an effective facilitator
- Learning skills for group facilitation
- Planning & designing learning sessions
- Conduct inspired & effective sessions
- Measure the impact of teaching
- Applying the art of coaching and giving feedback

WORKSHOP METHODOLOGY

The 200 hours workshop has been designed such that you have a complete learning experience with **thorough industry relevance**. The following methodologies would ensure this:

- Learning by doing
- Video recording & feedback
- Participatory with use of role play, discussions & diagnostic tools
- Discussions
- Group Exercises

WHO SHOULD ATTEND?

This program is designed for

- Trainers
- Teachers
- Learning managers
- Facilitators
- Consultants

PROGRAM CONTENT

➤ **Language Enhancement**

- Conversational English
- Language efficiency

- Grammar & Phonetics
- Facilitation glossary

➤ **Adult/ Child Learning, Learning Techniques and Aids**

➤ **Learning principles**

- Learning as a process
- Principles of student learning
- Theories of learning (Constructivist Approach to learning by Kegan)
- Role of a teacher
- Understanding teaching vis-à-vis facilitating learning in the classroom
- Importance of facilitation in today's world
- The concept of active learning
- Meta-learning & meta-cognition (Individual construction of meaning while learning)
- Cooperative learning (social construction of meaning while learning in groups)
- Multiple intelligences theory by Dr. Harvard Gardner and Learning Styles model by David Kolb
- Pedagogical practices in teaching and learning based on current research in the field
- Using Effective and Interactive Reading strategies in a classroom to make reading-time interesting for any subject (including Language and Literacy, Sciences, and Social Studies – History / Geography...

➤ **Facilitation skills**

- The art of questioning (Six Thinking Hats by Edward de Bono)
- Facilitating Higher Order Thinking Skills (HOTS) amongst children through questions – Bloom's Taxonomy
- Positive techniques for managing & modifying the Behaviour of challenging students in the classroom
- Understanding disabilities that may interfere with learning (Learning disabilities)
- Screening Tool (Generalized Checklist)
- Reading & Math Remediation
- Writing & Spelling remediation
- Brain GYM

➤ **Personal Excellence**

Principles underpinning all etiquette

- Grooming, and presence
- Formal attire according to situations
- Meeting people - handshakes, greeting, remembering names
- Written presentations & records
- Meeting etiquette
- Call etiquette & Email etiquette
- Personal substance and professionalism- integrity, motivation, protocols

- Initial and sustained perception
- Body language
- To communicate clearly (communication skills)
- Presenting oneself to others - meeting skills, communication & listening
- Interpersonal skills

➤ **Art of Being a Great Facilitator**

- To set and achieve goals (goal focus)
To manage time and prioritize work (time management and delegation)
- To motivate and sustain a positive mental attitude (people management)
- To manage conflict and handle difficult situations (conflict handling)
- To inspire others and create a positive productive environment (celebrating success and continuous improvement)
- Understanding coaching & mentoring
- Providing constructive feedback

DELIVERY METHOD

- Instructor-led classroom training
- E Learning
- Blended learning

TAKE AWAYS

TANGIBLES

➤ **Course material**

➤ **Certification**

- RAI (Retailers Association of India)
- Infinite Myriaads Pvt. Ltd.

INTANGIBLES

- Knowledge, Various tips, pointers, ideas, thoughts to ponder, do's and don'ts

DURATION

- 200 hours – 100 hours each year

MYRIAADS LANGUAGE DEVELOPMENT CERTIFICATION PROGRAM

PROGRAM SUMMARY

To teach English Language to non native English speakers.

PROGRAMS OFFERED

Foundation Level

Advance Level

Business English

WORKSHOP METHODOLOGY

Audio-visuals

Presentations

Activities & Exercises: Extempore, Debates, Group discussions Role plays and simulation exercises

TRAINING INPUTS

Instructor led delivery

Trained Faculty

Doubt clearing classes

Additional vocabulary and usage point discussions

TAKE AWAYS

Classroom material

- Handouts
- Additional reference materials based on target audience

Certification

- RAI (Retailers Association of India)
- Infinite Myriaads Pvt. Ltd.

1. MYRIAADS ENGLISH LANGUAGE FOUNDATION CERTIFICATION

Audience

This course is designed to impart beginner level English to non native English speakers.

Training Content

- Vowels and consonants
- Building words-Two letter words
- Commonly used 3 letter words
- Commonly used 4 letter words
- Numbers in words
- Days, months, seasons, festivals
- Parts of body and common health problem
- Relationships
- Vocabulary-Things used in household furniture, upholstery, appliances
- Modes of transport
- Different Professions
- Singular Plural
- Building simple sentences
- Introduction
- Greetings
- Functional language (Suggestion/Request/Apology/Invitation/Directions/Advice)
- Free Speech

RESULT

At the end of this course the participants will be able to do word recognition, word building, and simple pronunciations, and will also be able to read, write and speak simple words and sentences.

DURATION

- 120 hours

2. MYRIAADS ENGLISH LANGUAGE ADVANCE CERTIFICATION

Audience

This course is for learners who understand the language and want to learn to speak the language fluently with correct grammar and sentence construction.

TRAINING CONTENT

- Pronouns (Types of pronouns)
- Adjectives , Degrees of comparison
- Adverbs
- Prepositions and Conjunctions
- Nouns
- Articles
- Verbs & Tenses
- Subject Verb Agreement
- Active and Passive Voice
- Punctuations
- Sentence Construction
- WH Question
- Assessment
- Vocabulary (what is vocabulary)
- Vocabulary (idioms and phrasal verbs)
- Commonly Made mistakes in English
- Modal verbs and their use(could/should/would/ought to)
- Modal verbs and their use(May/might/shall)
- Functional language (giving or seeking advice/suggestions)
- Asking for and giving directions/daily conversations (shopping, at cinemas, at airport, at railway station)

RESULT

At the end of the course the participants will be aware of the nuances of grammar and sentence construction, and use them in their daily conversations.

DURATION

- 100 hours

3. MYRIAADS BUSINESS ENGLISH CERTIFICATION

Audience :

This course is for professionals who want to enhance their communication skills further; with the help of Advance grammar techniques, public speaking, accent neutralization and personality development.

Training Content

Skills:

- Communication skills: Verbal and non verbal communication, persuasion styles, sentence stress, intonation, rhythm in speech
- Listening: To develop listening skills
- Reading: To develop skills of reading- thought groups/pacing /pausing/ rate of speech

Pronunciation:

- Introduce phonetics
- Vowel and consonant sounds.
- Reading pronunciation dictionary.
- Drill the pronunciation of the sounds.
- Use of poems and tongue twisters to improve pronunciation.

Personality development:

- Grooming and Hygiene
- Email etiquette
- Telephone etiquette
- Resume writing
- Interview skills
- Presentation skills

RESULT

At the end of this course the participants will be confident with their communication skills, which will give them a wider access to employment opportunities, and also help the organization they work for, to achieve higher levels of efficiency and effectiveness.

DURATION

- 100 hours