

Programme 1 Build Your Persona with EQ			
Module	Content	Length	Time
Module 1 Brand & Personality			
	Factors affecting our businesses today Building your personal brand which is unique	45 mins	09.00 am 10.30 am
	Definition of Brand Importance of Personal Branding	20 mins	
	Define Personality Importance of developing your personality	15 mins	
Coffee Break			
Module 2 Building your Personality with EQ			
	Define Emotional Intelligence (EQ) and how EQ (KCG model) helps you discover and build your personality	10 mins	10.45 am 12.15 pm 12.15 pm 13.00 hrs.
	Know Yourself: Learn the importance of emotional literacy Recognize your behavior patterns	40 Mins	
	List your values and recognize how your values build your personality Interpret your "Know Yourself" scores		
	Choose Yourself: Learn how to navigate emotions and state its importance Explain why Optimism is an asset in your personal branding	40 Mins	
	State how to build Optimism as a part of your personality Interpret your "Choose Yourself" scores		
	Give Yourself: State the importance of empathy in building your personality. Learn who to build empathy by listening and recognizing Develop your sense of purpose Interpret your own "Give Yourself" scores	45 Mins	
Lunch Break			
Module 3 Maintaining your Personal Brand			
	State the importance of wellbeing, relationships, quality of life and effectiveness, and how each of them helps you maintain your personal brand	120 Minutes	14.00 hrs. 16.00 hrs.
	Recognize the importance of fitness regime and diet charts in your daily life and plan how you can follow a KCG model in implementing it		

Programme 2 | Executive Coaching Camp

Module	Content	Length	Time
	What is Executive Coaching Camp What is ICF Coach accreditation overview	60 Minutes Per Coachee	
	Explain Johari Window Theory State how Executive Coaching Camp helps you recognize your blind spots and unknown areas of strength and development		
	Develop insights on your personality Know the gaps and see yourself more clearly		
	Develop insights on how you can use your EQ talents to build your personality Select emotions that will help you move forward		
	Prepare your coaching Personal Development Plan (PDP)		



WEEK 2 | TALE LIKE TED | DAY 1

Module	Content	Length	Time
MODULE 1 THE WINNING WAY			
	Introduction & Difference between Presentation, Group Training, On-Job Training & Lecture	60 Minutes	09.00 am 10.00 am
	Importance of preparation 5 areas to explore while preparing the presentation		
MODULE 2 CALLIGRAPHY OF WINING BLUEPRINT			
	Importance of choosing theme Tips of choosing topics of the presentation	45 Minutes	10.00 am 10.45am
	Mind Mapping the content & Defining flow structure of your presentation Researching Content		
Coffee Break (15 Minutes)			
MODULE 3 DESIGN EXPERT			
	Presentation Structure Introduction, Body & Conclusion	60 Minutes	11.00 am 12.00 pm
	Add powerful opening, purpose, express your main points and closing Add transition and signpost		
MODULE 4 VISUAL MASTER			
	Visual Aids & Tips of using PowerPoint deck Creating high impact slides & Zen Approach	60 Minutes	12.00 pm 13.00 hrs.
	The types of visual aids you can use Tips of presenting slides confidently		
Lunch Break (1 hrs.)			
MODULE 5 PRACTICUM SESSIONS DAY 1			
	Presentation preparation Day 1 Practicum Sessions 1 to 6 participants (10 Minutes Roleplay) with 15 minutes feedback from the Trainer. Prepare action plan for tomorrow's session	180 Minutes	14.00 hrs. 17.00 hrs.

WEEK 2 | TALE LIKE TED | DAY 2

Module	Content	Length	Time
MODULE 6 UNLEASH THE MASTER			
	4 ways to connect with audience Be Persuasive – Lagos, Pathos & Ethos	45 Minutes	09-00 am 09.45 am
	Make your message stick Appeal to senses, use powerful language		
MODULE 7 STORYTELLER			
	Difference between Storytelling and Corporate Storytelling Adding Emotions in the story and Creating a Story	75 Minutes	09.45 am 11.00 am
	Technique 1 - Hero's Journey Style of stories, Technique 2 - Future Pacing, Technique 3 – The Troublemaker		
Coffee Break (10 Minutes)			
MODULE 8 DECODING BODY LANGUAGE			
	Tips of managing Voice, Facial Expressions, Eye Contact	45 Minutes	11.10 am 11.55 am
	Tips of managing Posture, Body Movement, Hands, Mannerisms and Dress		
MODULE 9 PITCH PREPARATION			
	Importance of practicing effectively and preparing note cards Handling different types of microphones	60 Minutes	11.55 am 12.55 pm
	Turning nervousness into a positive force Handling question and answer session		
Lunch Break (1 hrs.)			
MODULE 10 PRACTICUM SESSIONS DAY 2			
	Presentation preparation Day 2 Practicum Sessions 1 to 6 participants (10 Minutes Roleplay) with 15 minutes feedback from the Trainer. Prepare action plan for final assessment	240 Minutes	14.00 hrs. 17.00 hrs.

WEEK 3 | WRITING THAT WORKS

Module	Content	Length	Time
	Define communication and state the importance of communication in building your brand Adapt your communication style to suit the behavioral characteristics of others (DiSC)	60 Minutes	09.00am 10.00am
	State when to use written versus oral communication Define business communication and state the importance of writing effectively List five golden rules for powerful writing, and state common forms of Business Communication		
Coffee Break			
	Tools to emphasize and de-emphasize points in your message General guidelines for memos, e-mail messages and letters	60 Minutes	10.15am 11.15am
	Explain how to eliminate wordiness List FAQs of Grammar, Spell/Grammar check Use of corporate fonts and formats		
	State writing norms in business correspondence that carry negative news Do's and Don'ts of writing emails	75 Minutes	11.15am 12.00am
	List golden rules of blogging State how to start, write main body and end the blog		
Lunch Break			
	Assessment of email writing	75 Minutes	14.00 hrs. 15.15 hrs.

WEEK 4 | VALUE & COMPETENCY BASED INTERVIEWING | DAY 1

Module	Content	Length	Time
Module 1 Build Your Professional Image			
	Define what is professional image and why it is important to create a First Impression	45 Minutes	09.00 am 09.45 am
	State how to create professional image through professional grooming and professional attitude		
	State hospitality grooming standards for Men & Women	45 Minutes	09.45 am 10.30 am
	List the importance of body language List and experience secrets of nonverbal communication through Feet, legs, arms, hands, shake hands, face		
Coffee Break			
Module 2 Building Your Portfolio			
	State how to speak confidently Explain how to speak during Online Interviews	180 Minutes	11.00 am 13.00 hrs.
	Learn how to build resumes Demonstrate how to build and promote your LinkedIn Profile		
	Explain how to manage social media State the manners of using Net Lingo		
Lunch Break			
Module 3 Prepare Yourself			
	Learn how you prepare for the Interviews – (Job description, Candidate profile, Companies Portfolio)	120 Minutes	14.00 hrs. 16.00 hrs.
	Learn the skills of merging your strength with the company’s core values and Job Description		
	Prepare your core message Handle Group Discussion		

WEEK 4 | VALUE & COMPETENCY BASED INTERVIEWING | DAY 2

Module	Content	Length	Time
Group Discussion Role Plays			
	Group Discussion Role play	120 Minutes	09.00 am 11.00 am
	Feedback (on Individual strengths and development areas)		
Coffee Break			
Module 5 Manage STAR Interviews			
	Interpreting CVs and LinkedIn profile Interview structure (Welcome, Body and Closing) Managing Welcome	120 Minutes	11.15 am 13.15 am
	Managing Body – Questions and Answer in - STAR Techniques, Biographical and Hypothetical Questions		
	Tips of handling STAR questions Use EQ principles while handling interviews		
Lunch Break			
Module 6 STAR Interviews Roleplays			
	Interview preparation Day 2 STAR Interviews Roleplays Practicum Sessions 1 to 6 participants (10 Minutes Roleplay) with 15 minutes feedback from the Trainer.	150 Minutes	14.00 hrs. 17.00 hrs.
	Prepare action plan with areas of strength and development.	30 Minutes	