Life Skills & Soft Skills for the Present Day Working Professionals

Be Unique in the crowd!

This will Surely Change your Life!
This will be a “Game Changer & Life Changer”

Business Schools teach how to change the world, the consumer, the organisation, the Markets etc. But they don't teach, how to change one key Master piece – that is you “YOU”!

In our “Life Skills & Soft Skills” Program, you will learn how to Change Yourself, Your Communications, Your Language, Your way of Presenting, Your Actions & finally Your beliefs and Your Thoughts.

To Succeed in today's world – You got to be Unique!

Join our Program & Change Yourself!
This will be the Most Effective & Profitable change, you would have ever made in your life!

National Business School for PRACTICAL MBA
...Revolutionizing the Management Education
An ISO 9001 : 2008 Certified Institution
“Life Skills & Soft Skills” for the Present Day Working Professionals

You might be a Rank Student or even a Topper in your College or
You might be a “Domain Expert” in your field or
You might be a very Highly Qualified Professional or
You might be a Very Influential & Rich person ………………

With all the above, if you are weak or bad in the
“Life Skills and Soft Skills”,
Your value in the present day Job Market / Society is a Big Zero

The importance of “Life Skills & Soft Skills” is often undervalued, and there is very less training provided. Without proper “Life Skills & Soft Skills” you will be unable to capitalize on your Qualifications, wealth of knowledge, experience and proficiency. “Life Skills & Soft skills” are increasingly becoming very important in today’s work environment. It's just not enough to be highly trained in technical skills, without developing the softer, interpersonal and relationship-building skills that help people to communicate and collaborate effectively.

“Life Skills & Soft Skills” are some very Positive & Powerful tools which will make a tremendous impact on your life & make a huge difference at your workplace, which in turn will help you to achieve the desired results in your Business & Careers.

In today's Business world, the following are the most important “Life Skills & Soft Skills”, which a candidate just cannot ignore. There are “Absolute Must” if you want to become Successful.

A. Basic English Language

Learning to speak basic English is the first step in effective communication. To learn English, you first need to know some basic rules of the language. Developing a solid foundation in English grammar will not only help you create your own sentences correctly but will also make it easier to improve your communication skills in both spoken and written English. This basic English course will help people learn the simple introductory English concepts.

B. Practical Business English

Practical Business English is designed for students to survive & succeed in a business environment, where English is the main language of communication.

The art of getting your message across effectively is an important part of being a successful Executive or a Manager. Whether you are making a presentation or having a conversation or writing reports and proposals, this course will help you to improve your English Language Skills

Our Practical Business English course is designed to build your English language skills to communicate effectively in business contexts thereby improving your employability and job prospects. This course combines improving your English ability and Business skills. This course gives confidence, how to participate in meetings and interviews, and acquire business writing
As you complete this Program, you will realise that this is one of the Best Investment you have made in your Life in terms of “Time & Money”. This will Change your Life!

You will discover that, this is one of the Most Rewarding & Practical Business Workshop, conducted anywhere in the World. So, What are you Waiting for? Come, Join this Program & get the Maximum Benefits & Advantage. Real Value for Money!

C. Introduction to Computers & Internet
1. Introduction to Computers & Computer Fundamentals
2. How to Operate Desktop & Laptop Computers
3. Introduction to Microsoft Office Software, which includes MS-Office, MS-Excel & MS-PowerPoint.
4. Introduction to Internet & how to use the Internet.
5. E-Mail Writing & it's etiquette

D. Communication and Soft Skills for Overall Development
1. Interpersonal & Communication Skills
2. Leadership Skills
3. Team Building & Team work
4. Goal Setting
5. Business Presentation Skills
6. Problem Solving Skills
7. Taking Initiative
8. Being Creative & Innovative
9. Time Management
10. Stress Management

E. Personality Development:
1. Personality grooming
2. Resume Building
3. Interview facing skills
4. Improving Body Language
5. Art of Listening
6. Group Discussion
7. Business Etiquette & Social Grace
8. Developing Positive outlook & Attitude

F. Introduction to Financial Accounting Package like “Tally”
We teach Software Accounting Fundamentals in a very user friendly environment. Our accounting training program with several hours of training has been developed by experienced accounting professionals. The program is designed with you in mind and will guide you through all the important functions of accounting. This is a hands-on course that will provide everything you need to know about the fundamentals of accounting needed to analyze the financial information of Companies, Groups, Individuals & Business houses. Our extensive computer training course will include topics like Introduction to Accounting Fundamentals, The Balance Sheet, Financial Statements, Working with Accounts, The Accounting Cycle, The Merchandising Business, Accounting for Cash.
**Quality Policy**

All our Programs are High Quality “Independent Certificate Programs”. They are Short Term, Fast Track and Live Management Workshops conducted in Real Time Class Room environment. The Contents for all our programs are conceptualized, designed & planned by our Institute’s “Subject Matter Experts” to help our Students & Participants Succeed in their Business & Careers.

We, aim to provide most effective training programs and solutions to the students, so that they are equipped for the present day job requirements and face the complex procedures and also to surpass their employers expectations, all at the Shortest Possible time and at an affordable price.

The Participants will save a huge Fortune in terms of “Time & Money” & Avoid Years of meaningless hard work, Losses, failure & frustration as our Programs can make a huge difference between Success & Failure. Our Programs are “Life Changers & Game Changers” in Business & Careers.

Our “Life Skills & Soft Skills” Programs can be taken up as a Total Combo Package Or can be taken up in Small Combo Packages like - A+B / C / D+E / F / C+F

---

**National Business School for PRACTICAL MBA**

...Revolutionizing the Management Education

An ISO 9001 : 2008 Certified Institution

No. 272, 16th Cross, J. P. Nagar 5th Phase, Bengaluru - 560 078. INDIA

Phone: 080-41655025 / 95381-09290 / 96205-36634

E-mail: info@schoolforpracticalmba.com

www.schoolforpracticalmba.com

---

Disclaimer: “PRACTICAL MBA” stands for – “Practical Management & Business Administration”, “National Business School for PRACTICAL MBA” is NOT a University, nor affiliated to any University in India or abroad & nor we are a degree granting authority. We do not award MBA Degrees of any University & nor any of our programs lead to MBA Degree & hence our programs/courses are not required to be recognized by UGC, AICTE, DEC etc.