



SEARCH 4 EXCELLENCE

CAMPUS TO CORPORATE

Key Takeaways

- **Understand the realities of a corporate environment**
- **Become a motivated, long-term performing and learning individual to grow with the organization**
- **Empower themselves with tools to refine their personal and professional lives**
- **Resolve many of their personal, interpersonal & adjustment issues using practical and simple steps in their daily lives**

Target Audience

**YOUNG GRADUATES
TRAINEE ASSOCIATES**



8 HOURS

Training Duration

Ownership and Accountability

- My Purpose and goals
- Need for an ownership mindset
- Displaying ownership
- Taking initiative

Understand your purpose in life and take active ownership

The art of business communication

- Barriers to communication
- Communication process
- 6Cs Checklist of effective communication
- Non-verbal communication
- Active listening
- Communication at work
- Constructive communication

Understand the gaps in your communication, pay attention to nonverbal cues, listen actively and effectively complete the communication process

Stakeholder Orientation

- Power- Interest grid for stakeholder management
- Building visibility and credibility
- Personality styles

Interact and engage with different stakeholders effectively

Time Management

- Introduction to time management and planning
- Eliminating time wasters and Parkinson's law
- Prioritization matrix

Identify and eliminate time wasters successfully and prioritize tasks

KEY CONCEPTS COVERED

EXPECTED OUTCOME



THANK YOU

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