



WRITERS GUILD MANIPUR

MASTERCLASS CONTENTS

MASTERCLASS TYPE	FEE	TRAINING CONTENTS
1. Fast-Track 10 Days Communication Skills/ PD/ Mindful Etiquette Masterclass (English Medium)	Rs. 999/-	<ul style="list-style-type: none"> • Body language, poses and proven scientific techniques • Verbal and non-verbal etiquette • EQ, IQ, Soft Skills and Hard Skills • Soft Skills and discussions on type of soft skills (Communication Skills, Adaptability, Problem Solving Skills, Leadership, etc.) • Pronunciation, Enunciation, Articulation in Communication Skills • Public speaking skills and etiquette • Handling nervousness during conversations and problem solving skills (proven techniques) • One-one and one-all practical sessions (practicing communication with empathy) • Debate and group discussions etiquette with real-time practice • Power Point Presentation (PPT) etiquette with real-time practice
2. Comprehensive 60 Days Communication Skills/ PD/ Mindful Etiquette Masterclass (English Medium)	Rs. 5999/-	<ul style="list-style-type: none"> • Body language, poses and proven scientific techniques • Handling body reactions to negative internal emotions • EQ and Soft Skills for success • Soft Skills and discussions on type of Soft Skills • Communication Skills- verbal, non-verbal • Basic essential English Grammar (Pronouns, verb, adverb, conjunction, tense, sentence making, etc.) • Writing skills and etiquette • Advanced English and Vocabulary

		<ul style="list-style-type: none"> • Pronunciation, Enunciation and Articulation • Reading and speaking sessions • One-one and one-all conversations • Debating, group discussions, mock interviews • Hard calling practices and emailing • Public speaking sessions and Etiquette • Power Point Presentations (PPT) and practices • Leadership Skills and the art of being a leader • Empathy, adaptability, problem solving and analytical skills • Techniques to hide nervousness and show confidence • Negative emotions, impact, and how to handle negative emotions • How to mould core Soft skills to mould for growth and success
<p>3. Fast-track 7 Days Interview Etiquette Masterclass (English Medium)</p>	<p>Rs. 1499/-</p>	<ul style="list-style-type: none"> • Resume Tailoring according to job roles and positions • Body Language in Interview and importance of Communication Skills • Types of Interview Questions • Introduction and answer structure format • Rounds and modes of Interview in present times • Techniques to handle nervousness and boost confidence • Generic Interview Question discussion and Mock Interview; Search Engine tools for reliable sources

<p>4. Comprehensive 28 Days Interview Etiquette Masterclass (English Medium)</p>	<p>Rs. 5999/-</p>	<ul style="list-style-type: none"> • Non-Verbal and Verbal etiquette • Body language, poses, and proven scientific techniques • Individualised resume tailoring, resume format, and tips to stand out • Boosting Soft Skills for Interviews • How to handle nervousness and boost confidence • Introduction and Answer structure format • Rounds and modes of Interview in present times along with practice sessions • Types of Interview questions and how to handle tricky questions • Discussion and practice sessions of more than 300 generic interview questions • Elaborate discussion and practice sessions on group discussion rounds, hard calling, personality rounds, and online tests. • Power Point Presentation (PPT) and practice sessions • Standards for increasing chances of success • Search Engine and tailored individualised career sources • Basic idea on labour laws and rights for self-awareness • Mock interview sessions every week and progress tracking
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