

---

## CAREER HEAD START

---

*What every individual should know before Head Starting a Career and the organizational prerequisites one should know & carefully follow.*

***Program Overview:***

Are you sure you're equipped with all the essentials needed to start your career? Career Head Start has everything in it for you. This is an introductory workshop on spearheading into a career or business and is a must for newly employed person, fresher, and student.

***Who should attend?***

This workshop is designed for Undergraduates, Graduates, Employees and Housewives in search of professional avenues and guides them professionally in the right direction.

***How will this benefit you and your organization?***

Participants will leave this workshop with insights on how to comfortably get accustomed within a corporate environment and know the essentials about discipline, cultures, managing time and optimizing work efficiency.

***What topics are covered?***

<b>BUSINESS ETIQUETTES</b>	<b>TIME MANAGEMENT</b>	<b>WORK EFFICIENCY DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>• Body Language</li> <li>• Business Writing</li> <li>• Business Clothing</li> <li>• Dining Etiquettes</li> <li>• Social Gathering and Meetings</li> <li>• Introduction to Work Culture</li> </ul>	<ul style="list-style-type: none"> <li>• Time pressure and Constraints</li> <li>• 11 Time Thieves</li> <li>• Time Management Matrix</li> <li>• Minimum Time maximum Work</li> <li>• The Art of Prioritizing</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding ones drawbacks</li> <li>• Understanding ones strong points</li> <li>• Replacing drawbacks with strong points</li> <li>• Team Work is the filler</li> </ul>
<b>CV BUILDING &amp; INTERVIEW TECHNIQUES</b>		
<ul style="list-style-type: none"> <li>• What does an Employee look for in a CV?</li> <li>• The impressive CV</li> <li>• A good CV-Half selection done</li> <li>• Types of Interview</li> <li>• Selling yourself in</li> </ul>		