
CAREER RE-START

What every individual needs to know about how to get RE-STARTED into a Career after a long break from professional work.

Program Overview: Many times an individual considers re-starting professional life after a lag period. For instance, housewives after few years of marriage may feel like assisting their husbands in business or retired personnel, or employee of an organization who have been laid, etc. This workshop, is designed to relit the careers and direct them in a systematic fashion.

Who should attend?

This workshop is designed for Housewives, Ex-Employees seeking new openings and Retired personnel.

How will this benefit you and your organization?

Participants will leave this workshop with insights on IT basics, speech enhancement, managing multiple duties and most essentially handling stress and working within a team, enabling you to quickly develop the enthusiasm and building the confidence to independently handle tasks.

What topics are covered?

BASIC IT SKILLS	SPEECH LEVEL ENHANCEMENT	MULTI TASKING AT HOME & WORK
<ul style="list-style-type: none">• Basics in Computers• Internet & Emailing• Increasing Typing speed	<ul style="list-style-type: none">• Intonation• Diction• Phonetics• English enhancement and upgrading	<ul style="list-style-type: none">• Differentiating between family and Work• Time Management Essentials• Work Culture Ethics
STRESS MANAGEMENT & TEAM BUILDING		
<ul style="list-style-type: none">• Understanding stress• Types of Stress• Attitude towards stress• Stress Busters• Pre-Emptying a Stress situation• You and the Team• Your Contribution to Team• Learning from the Team		

Register for Training