

[C R E A]
**Coaching for Recruitment
and
Empowerment of Actions**

**Four Phase Training Plan
Customised for Srinivas Group**

Innovations Unlimited Training Services

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Our proposal for training for **CREA** [Coaching for Recruitment and Empowerment of Actions] is set out below:

The Genesis of CREA

According to a variety of surveys conducted on fresh graduates coming out of colleges and a report submitted by **Dr. U. R. Rao**, it is established that a lot of fresh graduates are not industry ready. The communication skills and the thinking processes need a fine-tuning. The academic education of the college makes the student technically very sound but the student is unable to think out of the box. A quality to think differently and innovatively is what most of the companies require. **CREA** is a course designed by **INNOVATIONS UNLIMITED** to achieve the same ends, by making the student take a leap from fresher to industry-ready professional.

INNOVATIONS UNLIMITED is a training and coaching company, which excels in empowering students to aspire big goals and achieving them. The promoter of **INNOVATIONS UNLIMITED** has over 10 years of combined industry experience. Empowering youngsters to achieve high goals is prime motive of **INNOVATIONS UNLIMITED**. The promoter of **INNOVATIONS UNLIMITED** has trained and placed over 8000 candidates in various IT and Non IT companies during the last one year. **INNOVATIONS UNLIMITED** supports any activity undertaken for the enhancement of the youngsters.

What is CREA?

CREA is a specially designed **course for training and placement of freshers in well-known IT companies like INFOSYS, TCS, WIPRO, COGNIZANT, SATYAM etc. as well as Non IT companies.**

This has had an over whelming response, with excellent results.

CREA enables the overall development of students and moulds them into professionals.

CREA is an activity oriented and test based course that not only tests the aptitude, spoken and written language skills, articulations, and situation reactions etc. but also acts as a confidence booster for the mental and emotional state of the student. The sessions given in this course are purely interactive and activity based. Hundreds of students have undergone this course and enhanced their abilities.

Why CREA?

CREA is for training your students to handle aptitude tests and face Group Discussions + Personal Interviews + Technical Interviews with confidence. **CREA** is also for enhancing their communication skills (written and spoken) and taking confidence building measures. **CREA also takes care of post recruitment pressures such as thinking out of the box, creative thinking, lateral thinking etc.**

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The following are the details of CREA four phased plan:

The course will be customized further based on your requirements. This course has done wonders for trainees who have taken it. The details of the proposed plan are as follows:

Module / Semester	III	IV	V	VI	Total
Communicate with Confidence	06	04	--	--	10
Pen Power	--	--	--	02	02
The Winning Presenter	06	--	--	--	06
Sounds and Syllables	06	06	--		12
Get that Feel for Numbers	--	06	04	04	14
Improve Your Sense of Analysis	--	--	08	04	12
The Verbal Impression	06	04	02	02	14
Discussions & Debates	--	04	04	--	08
Interview Handling Skills	--	--	--	06	06
Technical Thinking	--	--	06	06	12
Total	24	24	24	24	96

Apart from the modules mentioned above the following will be a part of the programme:

- **Recap programme** before placements begin
- Access to **online mock tests** based on the recruitment patterns of companies (TCS etc)
- Orientation
- Post evaluation – Each student gets to spend min **15 minutes with an HR manager** during one on one **mock interviews**.
- **Continuous support – Telephone and Email** – For doubt clarification, counseling

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The detailed programme structure is mentioned below:

Communicate with Confidence	10 hours
Utility: Improves the communicative ability of the trainee. At least 25% of the points awarded to a candidate in a group discussion or HR interview are for communication skills. A better communicator is preferred at every stage in the industry and hence will develop and grow faster.	
Topics: <ul style="list-style-type: none">▪ Silent tools of communication – Listening and Body Language▪ Listening Actively<ul style="list-style-type: none">▪ Manage mind and body to pay attention▪ Controlling Distraction▪ Showing respect while listening▪ Keeping mind free of barriers▪ Improving your body language<ul style="list-style-type: none">▪ Establishing direct eye and facial contact with speaker▪ Postures and gestures▪ Open and closed body language▪ The vocal tool of communication<ul style="list-style-type: none">▪ Verbal tool – words▪ Paraphrase the speaker's message▪ Choice of words to respond empathetically▪ Using International Phrases▪ Basic conversations▪ Starting a conversation▪ Making people comfortable▪ Conversations with clients▪ Communication in a Team	

Pen Power	2 hours
Utility: Helps the trainees understand written communication and its importance. Right from the covering letter of a resume written communication plays an important role in the trainee's career in the industry.	

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Topics:

- Successful Job Applications
 - What do employers want?
 - What do you want from an employer?
 - Choosing a job
 - Covering Letter
 - Résumé writing
- Email Etiquette

The Winning Presenter

6 hours

Utility: Presentations are the doorway to expression of ideas in the industry.

Topics:

- Grooming
- Managing Anxiety
- Visual and Vocal Presentations
- Communicating informally
- Speaking persuasively
- Giving and receiving feedback – PNP Technique
- Formal Presentations
 - Planning effective presentations
 - Developing presentation content
 - Rehearsing a presentation
 - Delivering a presentation
 - Using appropriate visuals

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Sounds and Syllables	12 hours
Utility: Improves the English diction of the trainee, helping him/her to perform better in group discussions and interviews	
Topics: <ul style="list-style-type: none">▪ Phonetic and non-phonetic languages▪ Introduction to IPA▪ Accurate pronunciation of vowels, consonants▪ Word Stress▪ Pausing and Stress in Sentences▪ Rhythm▪ Intonation and reduced pronunciation through the use of models	

Get that feel for Numbers	14 hours
Utility: Prepares trainees for arithmetical reasoning section of aptitude test. Getting through the aptitude test of a company's selection process doubles and sometimes triples a trainee's chance of eventually getting the job. A study has shown that successful people are very good with basic mathematical calculations.	
Topics: <ul style="list-style-type: none">▪ Shortcuts and Strategy on<ul style="list-style-type: none">▪ Number System, Linear Equations + Assessment Test▪ HCF and LCM, Ratios & Proportions + Assessment Test▪ Percentage, Profit & Loss + Assessment Test▪ Time, Work & Distance + Assessment Test▪ Simple and compound Interest, Averages and Mixtures + Assessment Test▪ Mensuration, Probability + Assessment Test▪ Questions from recent recruitment tests	

Improve Your Sense of Analysis	12 hours
Utility: Prepares trainees for analytical & logical reasoning sections of aptitude test. Getting through the aptitude test of a company's selection process doubles and sometimes triples a trainee's chance of eventually getting the job. Companies test students on Logic to measure their problem solving ability.	
Topics: <ul style="list-style-type: none">▪ Boolean Logic▪ Cyptarithmic▪ Analytical Puzzles▪ Classification Puzzles▪ Mathematical Puzzles▪ Human Relations▪ Directional tests▪ Coding and decoding▪ Series completion – Verbal and Non-verbal▪ Questions from recent recruitment tests	

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The Verbal Impression	14 hours
Utility: Prepares trainees for Communicative English section of aptitude test. Getting through the aptitude test of a company's selection process doubles and sometimes triples a trainee's chance of eventually getting the job. Good language structure and great vocabulary help everywhere.	
Topics: <ul style="list-style-type: none">▪ Vocabulary is Fun!▪ Formatting and feeding correct structures▪ Synonyms and Antonyms▪ Analogies▪ Sentence Completion▪ Error Detection and Correction▪ Faster reading of Passages▪ Essays▪ Carryover plan - Dictionary Usage	

Discussions and Debates	8 hours
Utility: Prepares trainees for Group Discussions.	
Topics: <ul style="list-style-type: none">▪ Understanding Discussions▪ Parameters measured in GDs▪ Video Analysis of GDs▪ Knowledge base and Ideas▪ Taking the initiative▪ Introduction and Conclusion	

Interview Handling Skills	6 hours
Utility: Prepares trainees for HR and Management Skills Interviews.	
Topics: <ul style="list-style-type: none">▪ Most common personal interview questions▪ What companies expect▪ Showing Commitment and Learning Ability▪ Handling difficult questions▪ Understanding interviewer psychology▪ Situation Reaction and Presence of Mind▪ Dressing right▪ Interview etiquette	

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The programme can be customized further to suit your needs.

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