



metamorphosing minds

Course Modules

Edition 2023

Arranged by :

**Cygnus Centre Of
Excellence**

www.cygnusminds.com



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Course Modules - Cygnus

About Us

Cygnus Centre of Excellence is a self-development and career guidance forum for a broad spectrum of people.

Please check out the website - <https://cygnusminds.com>

Apart from curated BLOG "posts" (with self-development and career guidance as the common theme) from writers with varied backgrounds, there are also 6 HELPLINES through which visitors can reach out to "Experts" in fields ranging from College Selection and Vocational education to Workplace challenges And all this is FREE!

We also conduct interactive WORKSHOPS and TRAININGS for educational institutions and corporates. The "Events" page on our website showcases what we have done so far.

Training Methodology

We start with an **Introduction or Orientation and Pre training assessment** of trainees to determine proficiency level and pain points

All sessions are conducted in an **interactive mode**, which encourages optimal exchange of thoughts, ideas, and feelings. **Instructional methodology** consists of all (or some) of the following as applicable:

- Instructor Led Training
- Individual, Paired and Group Activities to discover and experience learning concepts
- Lectures using PowerPoint Presentations
- Facilitator led discussions
- Scenario analyses
- Role plays to demonstrate and assess skills
- Written exercises for practicing skills and self-assessment

We also have **Post Training assessment** of trainees to understand impact and improvement and elicit **feedback** from each participant

Our Modules

We have listed below the course modules formulated by us. We have executed these at various institutions. These modules are dynamic and we keep improvising based on requirements diagnosed.

Very often the modules are tailor-made in accordance with client and audience requirement. These can be delivered as physical sessions or virtual sessions depending on requirement again.



Communication Training Modules

Module Number	Module Name	Scope	Duration
Module 1 - Communication - verbal	Communication Skills	<ul style="list-style-type: none"> • Introduction to communication. • Essence of Effective communication. • Difference between Speaking and Communicating • Understanding the process of Communication • Tools of Communication • Barriers to communication. • Essential “C”s of communication • Communication as an essential vocational skill 	3 hours
	Verbal Communication	<ul style="list-style-type: none"> • Verbal communication - Process, Technique, Dos and Don’ts. • Role of grammar and vocabulary in communicating well • Aspects of verbal communication – Content , Articulation & Body Language • Intonation, Accentuation, Pronunciation/Enunciation and modulation • Body Language • Understanding the audience • Listening skills • Features of effective verbal communication – KISS 	6 hours
Module Number	Module Name	Scope	Duration
Module 2 - Telephone Etiquette and Calling	Telephone Etiquette	Style, Tone, Language, Essential norms, Essential “P”s of Telephone etiquette	3 hours
		Discussing the real issues and road blocks faced - SWOT analysis	



Module Number	Module Name	Scope	Duration
Module 3 - Written communication	Written communication	Verbal vs. Written communication - Pros and cons. Essential features of effective written communication	3 hours
	Construction of language	Tone , Grammar , Punctuation, Spelling	
	Q&A and exercise	Discussing the real issues and road blocks faced and SWOT analysis	
Module Number	Module Name	Scope	Duration
Module 4 - Email Etiquette	Email Etiquette	Essential features, structure, tone, language, style, format, Dos and don'ts and typical blunders	3 hours
		Practice session and exercises	

Module Number	Module Name	Scope	Duration
Module 5 - Public Speaking	Oratory	Technique, Requisite features and skills and aspects of suitable verbal communication skills and Body Language for the type of skills being taught	Will depend on assignment
	Elocution		
	Debate		
	JAM		



Presentation Skills

Module Name	Scope	Duration
Presentation Skills	<ul style="list-style-type: none">• How to present to the audience effectively<ul style="list-style-type: none">• PPT features• Talking to the audience through a presentation<ul style="list-style-type: none">• Do's and Don'ts• Practice assignments	Will depend on scope

Professional Skills / Trainings (These could be individual sessions or short courses depending on requirement of audience)

- CV writing
- Interview Techniques
- Online Interviews
- Social Etiquettes
- Professional Etiquettes
- Group Discussion
- Mock Interviews
- Campus to Corporate
- New Joinee Orientation
- How to handle a job interview
- How to prepare for a job interview
- What questions to anticipate in a job interview
- Guidelines for questions to ask an interviewer
- Leadership skills
- Preparing for a professional life – Beyond the classroom

Behavioural Skills (These could be individual sessions or short courses depending on requirement of audience)

- Handling psychological anomalies
- Stress Management
- Dealing with anxiety
- Mental health awareness
- Handling feedback and criticism
- Handling Discrimination
- Speaking up
- Workplace Ethics
- Adapting to a new environment
- Group dynamics
- Dealing with peer pressure



Career Orientation

Module Name	Scope	Duration
Career Exploration & Discovery (Ikigai and other methods)	<ul style="list-style-type: none"> • Need for career guidance • How to make the right career choices • Identify your interests • Identifying your passions/ what you like • Identifying your skills/what you are good at • Identifying your strengths • Identify what you enjoy doing • Identifying your personality type and matching your skills • Discover what the world needs • Check what will fetch you success while pursuing your passion • Discovering the scope of pursuing your passions – and moving towards a rewarding career • How to hone your skills and talents and channelize them to find a successful and fulfilling career path in sync with your interests. 	Will depend on audience level and the activities undertaken

Module Name	Scope	Duration
Alternative and Offbeat Careers	<ul style="list-style-type: none"> • Why choose careers out of the box • Problems of conventional careers • Competition in alternative careers • Choosing career according to potential and preference <ul style="list-style-type: none"> • Passion vs Compulsion • Various Career Options with mode of pursuit 	3 hours



Module Name	Scope	Duration
Competitive Examination Preparation - Can cater to all kinds of competitive exams and Government job entrance exams / Civil Service selection process	<ul style="list-style-type: none">• Why Government jobs• Misunderstanding about Government Jobs• Opportunities and Procedures with requisite qualifications• Subjects to be studied• Methodology of study	3 hours

Module Name	Scope	Duration
Education to Employment	<ul style="list-style-type: none">• How to ensure employability through education• Professional skills• Vocational skills• Choosing career option and preparing in accordance• Need for skill development• Communication skill for employability	3 hours

Module Name	Scope	Duration
Orientation for Teachers	<ul style="list-style-type: none">• Orientation for teaching• Classroom management• Interactive classes• Teaching aids• Eliciting feedback• Adapting to change• Online Teaching challenges	Can be tailor made



Our Resource Persons

The About Us section of our website will give you an overview of our team - <https://cygnusminds.com/about-us/>
We also have a panel of mentors who offer help lines to people – resolving queries and issues pertaining to their domains. <https://cygnusminds.com/ask-our-mentors/>

Our in-house trainers are :

- ❖ Sunirnmal Chakravarhi - Ex-Principal, La Martinere School, Kolkata - Educator with over 20 years of teaching experience. Published author with Cambridge University Press
- ❖ Ramya Modukuri - College and career counsellor. Over a decade of global experience in finance and recruitment
- ❖ Manisha Kadagathur - Senior HR Professional & Entrepreneur - Focused on HR technology and coaching. Has experience across Asia, Middle East and US.
- ❖ Nabarupa Banerjee - Head of Trust and Safety, Airbnb - Manages cross cultural teams across USA and an accomplished speaker and leader
- ❖ Sandip Banerjee, Kolkata - Vocational Education Specialist - Career counsellor, motivational speaker, specialist in vocational training and preparation for government jobs and competitive examinations.
- ❖ Sarah Chevaillier, Berlin - International Educator - Tri-lingual international educator and a Learning Culture Expert. Public speaker and participant in Harvard Project Zero.
- ❖ Jason Pote – Founder member of Cygnus – Oxford University Press empanelled trainer. He has regularly conducted soft skill trainings for Corporates and Educational Institutions and Teacher Orientation Programs
- ❖ Rajrupa Chakravarty- Founder Member of Cygnus - An entrepreneur, voice over artist, communication and soft skill trainer, HR professional, writer and amateur actor, Rajrupa thrives in her people-connect skills. She has been a faculty at several institutes and colleges teaching communication and soft skills.
- ❖ Tarun Goswami – A veteran journalist and Vivekananda Researcher. He is a well known orator.
- ❖ SC Bandyopadhyay – Senior experienced Banker and Entrepreneur with multiple interests and vast experience and keen interest in public speaking

Other than this we have also domain experts who can come in as visiting faculty.

Thank You

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