



Skills Ahead

...nurturing excellence



**Excellence in each activity we do, leads into the success we desire.
Excellence is not a virtue or bless, it's an art to learn and possess.
When excellence becomes habit success follows willingly.**

Greetings from **Skills Ahead**®

It gives us immense pleasure to introduce "Skills Ahead" to you, we are a training and consultancy firm founded and established by alumni of topmost management Institutes like XLRI, IIM, Forbs London. It's a group of highly experienced professionals with more than decades of ascertained expertise in technology and management domains at Giant MNCs worldwide.

Excellence in Corporate Trainings, College Campus programs, Technology Training, Soft Skills, Management & Leadership has been our key service areas. A unique approach towards implanting excellence and industry's best practices is the key success factor at Skills Ahead.

Our Mission

- ✓ To evolve the students from their academia to their professional locus by incorporating right skills to meet the excellence quotient.
- ✓ To evolve professionals from average to excellent performers in their work area.
- ✓ To create entrepreneurs and evolve them into industry leaders.

Our Values

INTEGRITY

Accuracy and consistency
Quality of Service

- ✓ Training delivered with accuracy and consistency.
- ✓ Assured quality of service

INNOVATION

Need based customization
Futuristic approach

- ✓ Innovate to design success methodologies.
- ✓ Aligned with projected changes in respective employment Industry

COMMITMENT

Excellence in training & consultancy
Results

- ✓ We not only train but create success path and guide till success gets achieved .
- ✓ We don't teach,we scale-up trainee's performance & capabilities.

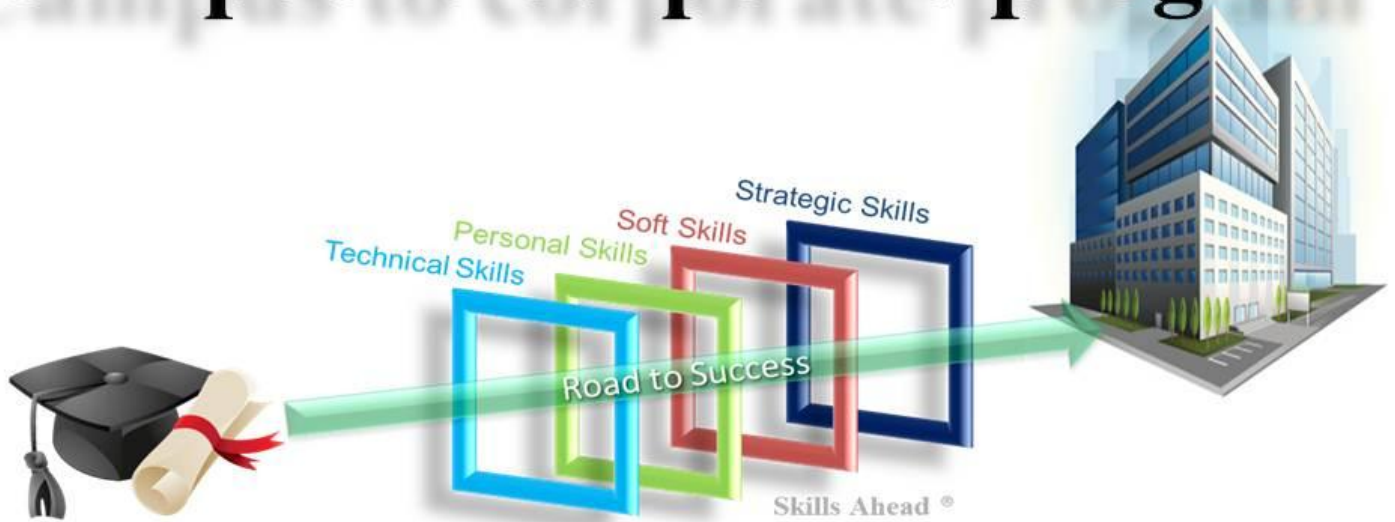
Our Methodology



1. Training Need Analysis is focused on SWOT of prospective participants. A Demo Session is conducted to propose the benefits of exclusive training program to be offered.
2. TNA Mapping is our process of defining exact need and expected outcome of training to provide maximum benefit to the trainees.
3. Training Customization is our process of designing the exclusive training content to perfectly fit the training need.
4. A friendly pre-training test is conducted to entrust the energy and positive attitude into the participants.
5. Exclusive training is a set of interactive sessions filled with focused skill grooming, Discussions & participation boosters.
6. Post training test is conducted not to evaluate the trainee but to draw the success trajectory for upcoming challenges in career and life.
7. A “new you” endowed with the result targeted “the WIZ”



Campus to corporate program



The Way to Success

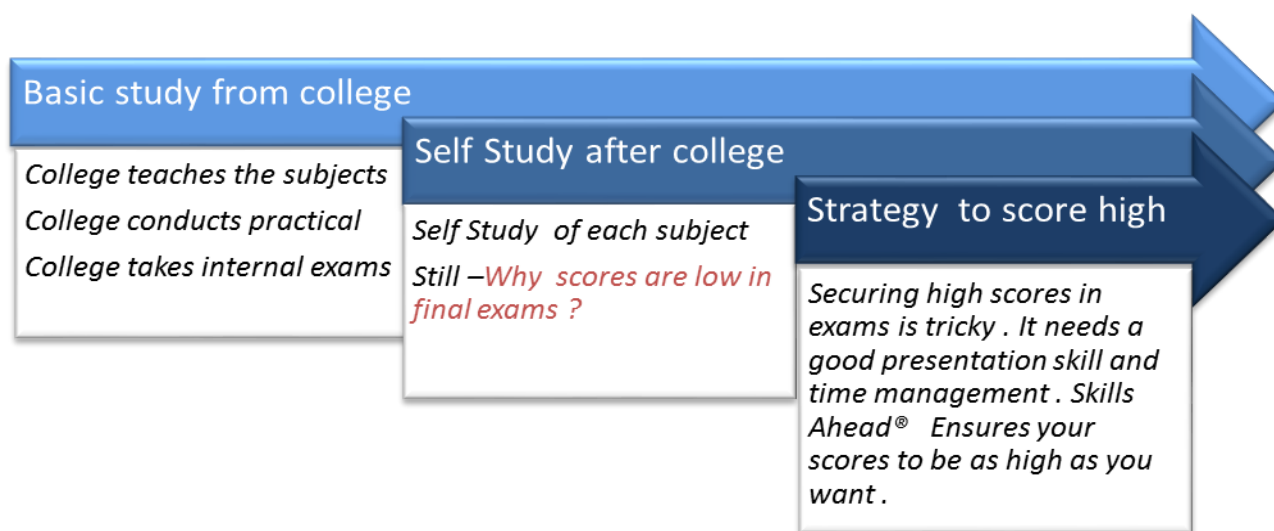


At first, Learn to Score High

The first filter that every student has to pass-through before appearing for a campus selection exam is the Cut-off score. It has been observed that corporates usually put 60% to 75% of academic marks as cut-off depending on their rank/recruitment policy in campus selection programs.

Getting a high package placement is the single motto for 80 % of the Engineering or MBA students, but 50% of them fail to pass through the very first filter. Low score not only reduces the chances of good placements but also produces much devastating side effects like losing the self-confidence, receiving bad feelings from parents/friends/teachers and losing the self-motivation. Impact is even higher on those students who really try hard to score well but settle on average or below average marks due to unknown mistakes they did.

At the very beginning most important and most critical part of academics is to learn how to score high in exams. It's really not a science but an art.



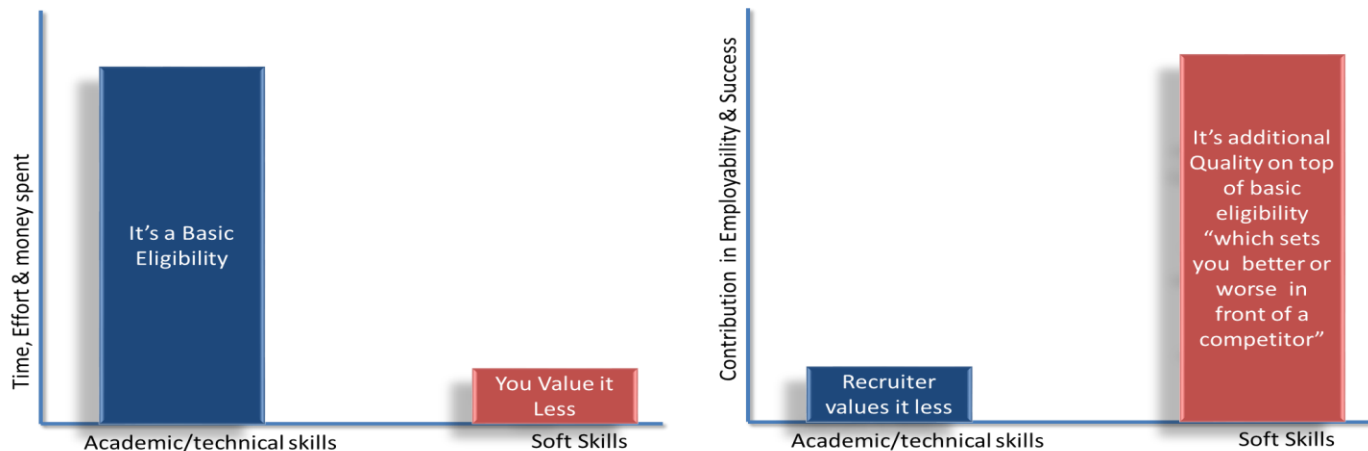
Program Name	Duration	Audience	Cost (INR)	Minimum #
Art of scoring high grades	6 hours	1 st Semester onward students	700/Student	100 (50 Students in a batch)

Program Details	Duration	Benefits
Know your brain functions	1 hour	Control your conscious and sub-conscious brain in your favor
Understand the art of Study	1 hour	Understand and memorize subjects in much easier and efficient way
Understand art of writing	1 hour	Write more scoring answers in less time
Effective Time Management	1 hour	Learn to utilize all 86400 seconds in a day for your best benefit
Practice Session	2 hour	Realize the benefit of this program by practicing under surveillance of trainer

Skill Development: Soft Skills



Those who are professionally successful and personally admired everywhere are having similar set of academic background and technical skills as other do have, but what makes them different is their excellence in soft skills.



Skills Ahead[®] Team is a group of corporate professionals of more than decades of expertise in demonstrating excellent soft skills in cross cultural business environment globally. We do not teach soft skills, we develop it within students to induce their level of confidence and raise them towards the green zone of success.

Program Name	Duration	Audience	Cost (INR)	Minimum #
Soft Skills Development	30 hours	1 st Semester onward students	1800/Student	100 (50 Students in a batch)

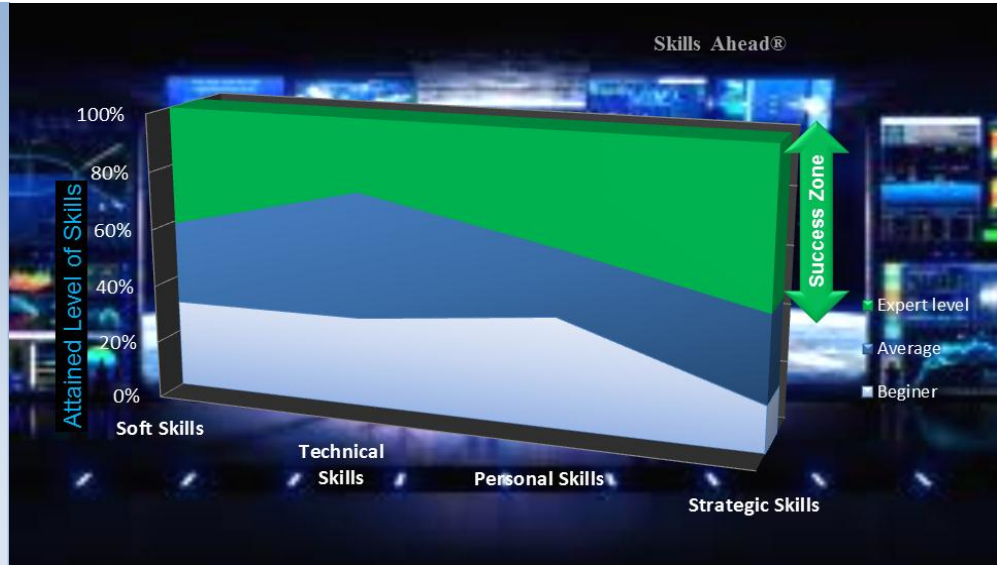
Program Details	Duration	Benefits
Effective Communication Skills	5 hours	Attaining the level of professional communication expected by corporate world from a fresher
High Impact Presentation Skills	5 hours	Attaining the level of presentation skills to express yourself like a professional presenter
Interpersonal & Team Skills	5 hours	Become positive influencer for others and a team player
Goal Setting & Effective Time Management	5 hours	Become a successful personal in each aspect of your life.
Confidence Buildup	5 hours	Overcome nerviness of facing people. Develop Positive attitude, Social Skills & Public Speaking Skills.
Resume Writing and Interview Skills	5 hours	Until you face the interviewer your Resume is your face, make it appealing. More than 60% of Interview questions can be rehearsed. Do practice it.

Campus to Corporate: Fast Track Program, fast track results



Skills Ahead® has launched its very successful fast track program for the students who are expected to face the campus selection process within next few months. B.Tech (and BCA, MCA) Students should take this program in pre-final and final year, Management (BBA, MBA, PGDBM etc.) Students should opt for it in final year at least two months before the placements start.

Campus to Corporate Fast Track (CCFT) is 4 days program (8 hours each day) which is delivered in two consecutive full day weekends. Dedicate just 4 days from the curricula and reach to sure shot green zone of success. It's fast, highly energetic, highly motivating and blows the fire on within students to perform well and get placed better.



Program Name	Duration	Audience	Cost (INR)	Minimum #
Campus to Corporate, Fast Track	32 hours	Pre-final/final year students	2000/Student	100 (50 Students in a batch)

Campus to Corporate, Fast Track	Module Name	Duration	Benefit
Day 1 (8 hours)	Goal Setting & Time Management	2 hours	➤ Learn to convert your Desire in to Dream, your dream into mission, your mission into set of Goals. Learn to manage time & Effort for each of your goal. Achieve your goals to complete the mission, live the dream & fulfill the desire.
	Communication Skills & body language	2 hours	➤ Learn to sharpen and manage your communication (verbal, written, tone, gesture, and personality, impression) to create right self-image at the right-time.
	Effective Presentation Skills	2 hours	➤ Presentation is not science but an art, since is just a resource to presentation. Learn the art of presentation to turn the game in your favor.
	Confidence Building	2 hours	➤ Overcome nerviness of facing people. Develop Positive attitude, Social Skills & Public Speaking Skills.

Day 2 (8 hours)	Interpersonal & Team Skills	2 hours	➤ Overcome shy way/ignorance/negative impression attitude, learn to establish your value as a key team player. Become positive influencer and dynamic personality.
	Effective Negotiation Skills	2 hours	➤ Learn to negotiate, it's one of the critical attribute of a personality to beat competition, get better job offer and get what you deserve.
	Corporate Etiquettes	2 hours	➤ Project yourself in an impressive way; learn to maintain personal hygiene, E-mail writing etiquettes, and Telephonic etiquettes.
	Games and Practice	2 hours	➤ Demonstrate yourself with soft-skills implanted within

One week's Break before Day 3

Students are expected to practice the soft skills in each and every activity they do for one week on their own.

Campus to Corporate, Fast Track	Program Name	Duration	Benefit
Day 3 (8 hours)	Revise and Practice as Soft Skilled you	2.5 hours	➤ A Friendly refresher session with extempore, public speaking, Group Discussion and presentation games to be participated.
	A Quick crash course on Aptitude for Written Exams		
	Logical Reasoning	2 hours	➤ Puzzle, Picture Puzzle ,Relational Puzzle, Data Sufficiency, Data Interpretation ,Syllogism
	Quantitative Aptitude	1.5 hours	➤ Number Series, Matrices, Time and work , Allegations ,Train and Distance, Boat and Stream
	Verbal Ability	2 hours	➤ Reading Comprehension , Sentence Completion, Sentence Correction, Re-phrasing , Critical Reasoning , Situational Judgment
Note: It is not a Detailed Aptitude Development Program .Purpose of this Aptitude session is to invoke the analytical brains of Students before they go for DAY 4 .			

<i>Day 4 will be dedicated for Simulated Campus Selection Process</i>			
Day 4 (8 hours)	Written Exam	1 hours	➤ Test your level of Aptitude , English , Soft Skills
	Group Discussion	1 hours	➤ Gain confidence for GD under surveillance of trainer
	Interview	4 hours	➤ Each student will face the interview panel from real corporate interviewer (4 Panels , 100 Students, means 10 minutes/student as interview time)
	Evaluation	2 hours	➤ Answers of written exam will be shared to students for self-evaluation. Trainer will guide the complete batch on improvement areas to make students ready to work on their grey areas.
	Online Support	Unlimited	➤ Lifetime Free Membership: Each student will be provided with access to Skills Ahead® portal to interact with Trainer & Experts for any guidance/query/counseling for free, at any stage of their life & career.

The Campus to corporate program is preceded by a Demo Session, which focuses on SWOT analysis of Student's existing skills and gaps. The SWOT result is taken as input for training need analysis and further customization on Campus to corporate program before delivery.

Demo Session (2 hours)	SWOT (Strength , Weakness, Opportunity , Threat) Analysis	1 hour	➤ Students will participate and understand their area of interest and gaps they have to fill in to achieve their goal from the program
	TNA (Training Need Analysis)	1 hour	➤ Students will participate and figure out which of the soft skills or technical skills or management skills are their major area of concern. Training's focus will be shifted to solve those areas with more impact.

Aptitude Development Program



Aptitude Test is conducted in most of the campus selection exams by almost every recruiting company. The Purpose of the exam is not to test how many formulas a student remembers or how many questions he/she solves quickly. The purpose is -

- How do you behave as a person under pressure and time limit (deadline to complete the task)?
- How analytical is your brain and how quickly it can understand the problem then draw the solution to problem?
- How good you are at time management when you have multiple problems at hand to be solved within certain time limit?
- How good is your psychometric behavior?

Test and Numbers are used just as a mean to measure few of “these” needed qualities in a person.

Skills Ahead[®] focuses on developing these qualities within the participant rather than just teaching the formula and tricks to solve the aptitude questions.

Program Name	Duration	Audience	Cost (INR)	Minimum #
Aptitude Development	35 hours	3 rd semester onwards students	1800/Student	100 (50 Students in a batch)

Program Details	Duration	Benefit
Learn to trick your brain: <ul style="list-style-type: none"> ▪ Overcome <u>I know everything</u> attitude ▪ Overcome <u>I answer all questions right when I try at home , but do tick most of the wrong answers in real exam</u> ▪ Understand the fact; you do not need to memorize all possible formula or tricks, you just need to train your brain to respond correctly. <p><i>“There are infinite number of books written on infinite number of subjects but still they all use same limited “26 alphabets of English language”</i></p>	2 hours	Make your brain much more responsive when it comes to analytics.
Logical Reasoning: <ul style="list-style-type: none"> ▪ Brain storming Puzzles ▪ Picture Puzzle ▪ Relational Puzzle ▪ Data Sufficiency ▪ Data Interpretation ▪ Syllogism ▪ Number/letter series, Analogies, Odd man out ▪ Direction sense, Coding/Decoding, Blood relations ▪ Binary Logic, Routes and Networks ▪ Venn Diagrams & Cubes 	10 hours	Develop ability to face any logical reasoning question and quickly solve it.
Quantitative ability: <ul style="list-style-type: none"> ▪ Progressions, Time & Work ▪ Time & Distance ▪ Allegation ▪ Matrices ▪ Equations, Ratio Proportion and Variation ▪ Percentages, Profit and loss, Simple and Compound Interest ▪ Numbers and number system ▪ 2 / 3 Dimensional Geometry and Mensuration ▪ Permutations & Combinations, Probability 	10 hours	Develop ability to face any quantitative ability question and quickly solve it.
Verbal Ability: <ul style="list-style-type: none"> ▪ Functional Grammar ▪ Vocabulary ▪ Reading Comprehension ▪ Sentence Completion ,Sentence Correction ▪ Re-phrasing & Fill in the blanks (Cloze passage), Antonyms, Synonyms, Word pair analogies ▪ Critical Reasoning ▪ Situational Judgment 	10 hours	Develop ability to face any verbal ability question and quickly solve it.
Psychometrics: <ul style="list-style-type: none"> ▪ Basics of Psychometric test and tricks 	2 hours	Overcome from the trap of psychometric tests
Comprehensive Test:	1 hour	Know your level
Mock Test :	-	Online mock tests will be provided for as many practice attempts as a student wants to do.

*We challenge students after every 20 minutes to participate in games,
Brain storming and on stage presentations to keep them alive with full swing.*



*All sessions would be audio- visual and interactive.
The training rooms would be required with certain logistics.*

Training Methodology

The sessions are conducted in the following pattern:

- Trainer Led Delivery with fun filled interactive mode
- Enhancing the learning curve
- Concept Building
- Tricks & Techniques
- Problem Solving
- One to One Feedback

Post Training Benefits

- Online Solved Aptitude Test Papers from top hiring companies
- Motivational and Inspirational Videos
- E-Books
- CV & Resume Samples
- Free any time career counseling through Skills Ahead portal.
- Free any time access to Student's forum, Professor's forum, Trainer's forum through Skills Ahead portal.

Terms and Conditions:

- The above mentioned programme would be in college campus or alternative arrangement by College.
Minimum logistics –
 1. Training hall with proper capacity
 2. Writing Board and writing utilities
 3. Projector and Screen
 4. Security of training hall throughout the session
- Above mentioned prices are exclusive of *Service Tax and Education Cess @ 12.36%*.
- One week prior to the commencement of the programme, intimation on the exact number of students per batch is required.
- Non-Availability of the students for a scheduled class will be treated as COMPLETED by us.

Best Regards

Anurag Shrivastava / Training Manager & SME

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