

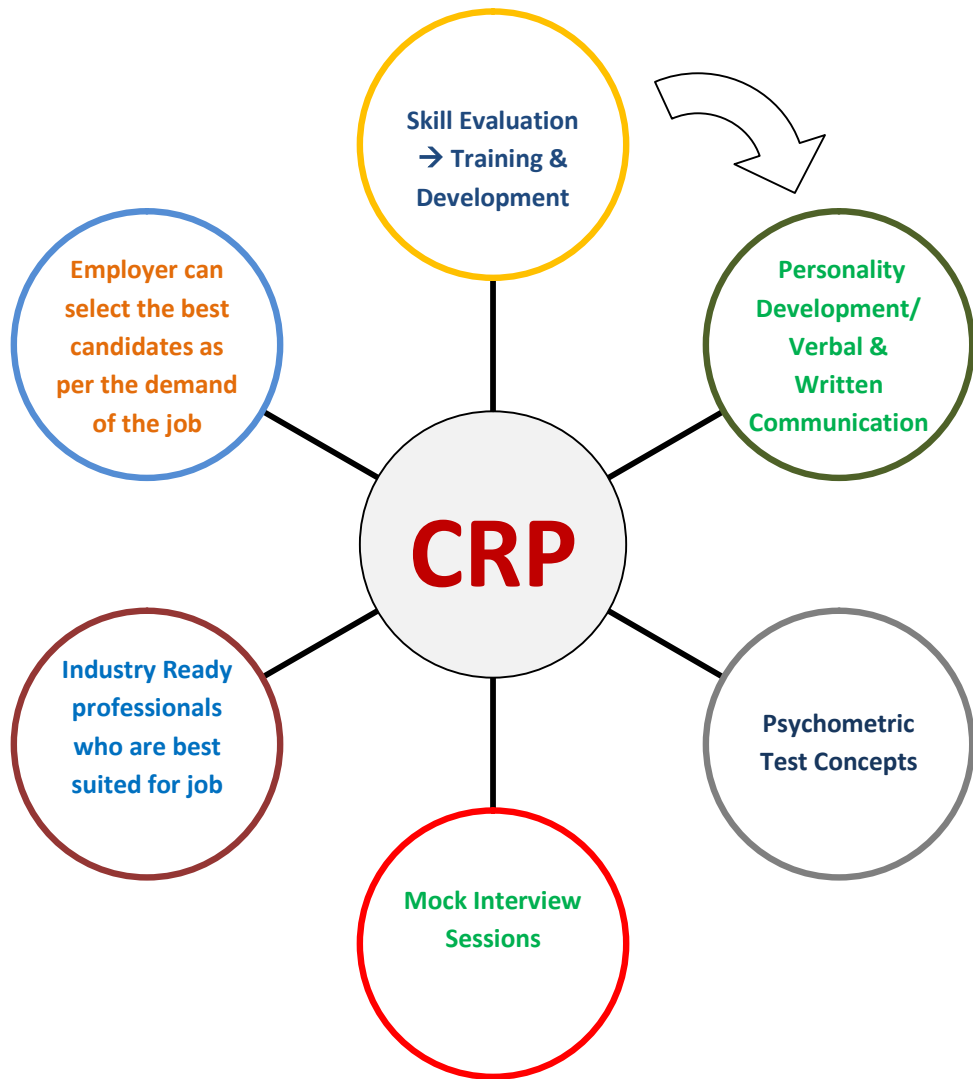


Asiel Consultants Pvt. Ltd.

Level 6, Constantia, 11, U.N. Brahmachari Road, Kothava - 700 017, India  
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**First time ever in India. An integrated approach to  
prepare future Business Leaders...**

**CRP**  
**(Corporate Readiness Programme)**  
**for**  
**Technical**  
**&**  
**Management**  
**Graduates**





## **Training Details:**

### **A. CRP Program Content:**

- 1) Business Communication- What and Why
- 2) Perception - The Self and Communication
- 3) Use of Language
- 4) Active Listening
- 5) Non Verbal Communication
- 6) Interpersonal Communication use of Johari Window
- 7) Improving Interpersonal Communication through instruments like Firo B and Firo F of Shultz and Emotional Intelligence through Simon's Profile
- 8) Group Communication and Group Discussions :Use of Belbin Team Style Questionnaire
- 9) Solving Problems in Group : Use of Transaction Analysis
- 10) Prepared Presentation
- 11) Choosing and Developing a Topic
- 12) Organization and Support
- 13) Presenting the Message
- 14) Informative Message
- 15) Persuasive Speaking
- 16) Conversation
- 17) Meetings
- 18) Speaking in informal situations
- 19) Using the telephone
- 20) Speaking to Press or TV
- 21) Written Communication
- 22) Writing with Force and Clarity
- 23) Business Letters :Introduction
- 24) Business Letters : Inquiries and Claims
- 25) Business Letters :Favorable and Unfavorable  
Replies
- 26) Letters for Credit Collection and Sales
- 27) Job Related Communication : CV and Resume Writing with Covering Letters
- 28) Memo writing
- 29) Minutes of Meeting



- 30) Report Writing including Research Project Writing
- 31) Job Interviews
- 32) Job Analysis in Engineering Companies in operation ,maintenance ,design and sales
- 33) Job Description for Engineering Trainees for all functions
- 34) Job Specification for Engineering Trainees
- 35) Competency Design for front line jobs
- 36) Assessment Centre's for trainees
- 37) Interview Questions based on Competency Design
- 38) Introduction to Psychometrics
- 39) Ability Tests :Verbal ,Numerical and Data Interpretation Tests
- 40) Personality Profiling : OPQ and Scenario
- 41) Preparation for life in Corporate world - Corporate Culture

#### **Faculty Profile:-**



#### ***Arindam Banerjee, Managing Director, Asiel Consultants Private Limited.***

- PG Diploma in Personnel Management, XLRI, Jamshedpur
- Certified Occupational Tester Level A for Ability Tests (**Saville and Holdsworth Limited, SHL Singapore**). **Course Accredited to British Psychological Society.**
- Director HR of KIIT, Deemed University, Bhubaneswar
- Dean/Director of IBAT School of Management (KIIT, Deemed University Bhubaneswar)
- Visiting Professor, Amity Global Business School
- 15 years in public sector companies like NTPC, Nicco, Britannia, Indal, Sanyo.



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**Specimen Certificate:**



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