



Campus To Corporate



## *An Introduction*



‘Lead’ – is an organization which caters to all kinds of training requirements of corporate and educational institutes at all levels. The training programs of ‘LEAD’ focuses on team and individual development programmes aligned to performance, business and organizational competencies across industries and educational institutes at all levels. ‘LEAD’ is an emerging TPO (Training process Outsource) and a finishing school which does the mammoth task in moulding the trainees to reach their next levels.

We believe in the concept of ‘creative mentoring’ which emphasizes on fine tuning of overall personality of a trainee. ‘LEAD’ accomplishes this mission by fostering a vibrant community for trainees to gain the skills, experience and encouragement they need to fulfil their educational and professional aspirations in their respective fields.

## Why us?!...



✓ **Customized training programme** – We work according to client's needs..



✓ **Innovative training methodologies** – For a result oriented training..



✓ **Value Added Services** – Career Counseling, Interview opportunities for trained students



✓ **Young ,dynamic, experienced team of trainers** will shape the 'Generation Next'



✓ **Quality** exceeds expectations..



✓ **Proven Track Record** in our previous training services..

# Our Approach



**'Lead' – Training and Corporate Solutions**



# Our training methodologies



*Test – Teach-Test*

*Activity based  
learning*

*AV mode of  
learning*



**Assessments and  
Analysis**



**Long term  
training programs**



**Short Term  
training programs**

# Assessments and Analysis



**Online  
assessments**



**Paper & pen**



**One on one  
assessments**

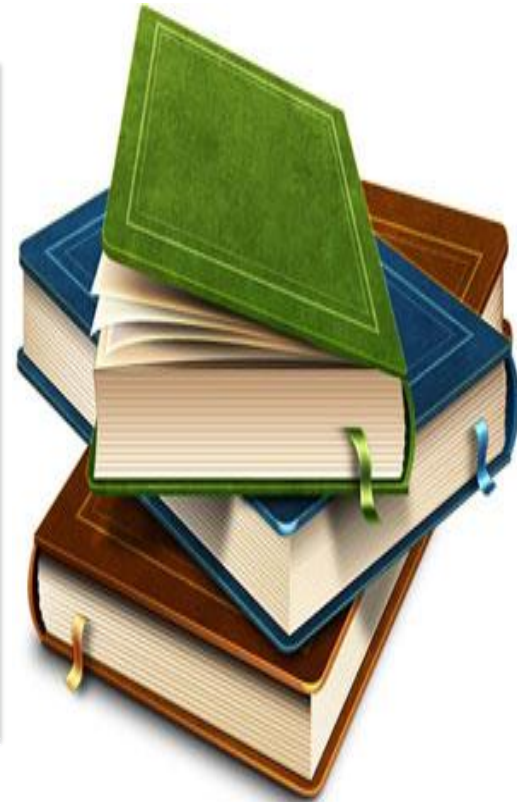


## **Short Term**

- Interview Etiquette
- Group Discussion
- Rocket Math
- Corporate Etiquette
- V &A
- FDP
- Business Communication
- Advance Excel

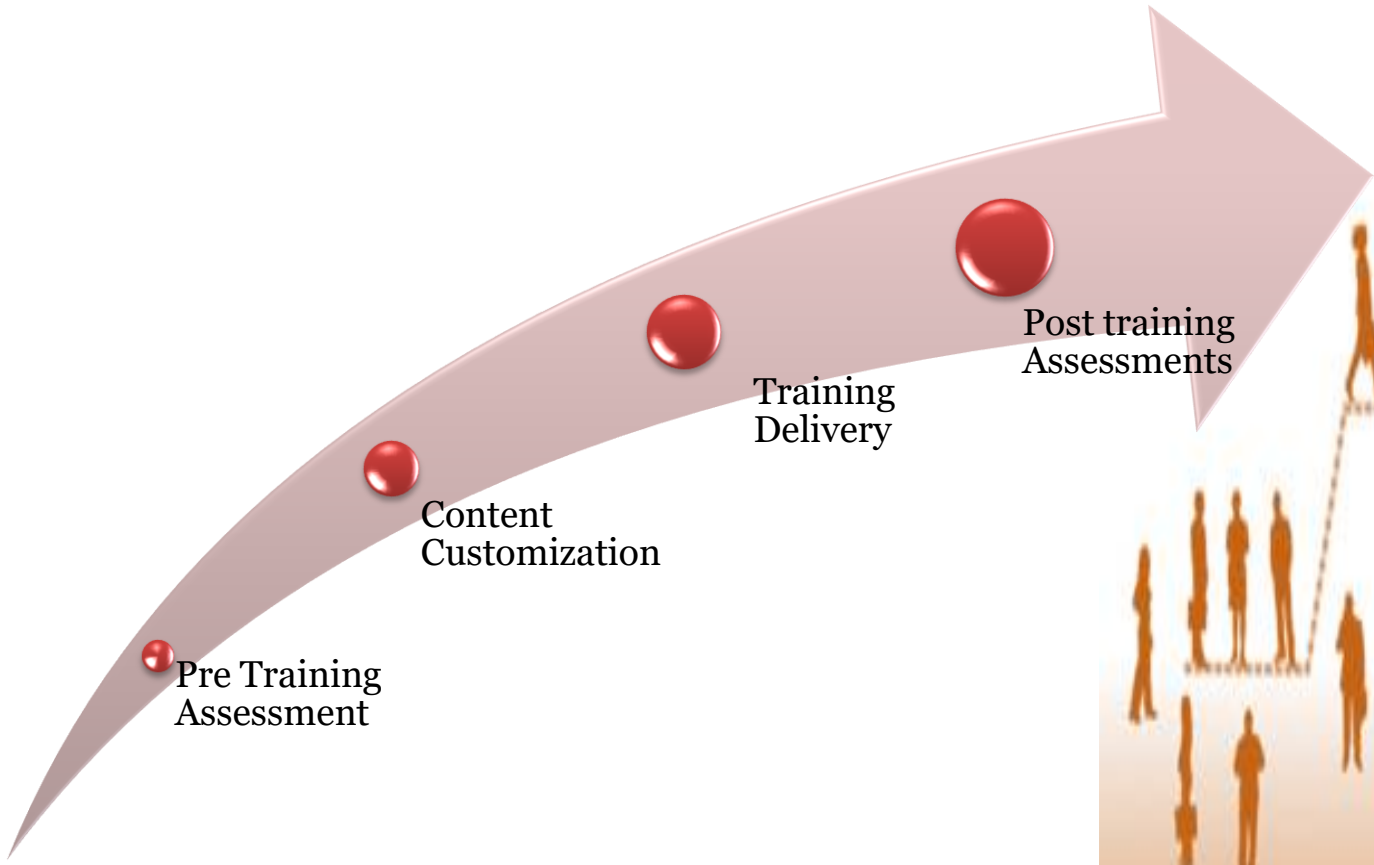
## **Long Term**

- Communicative skills (LSRW)
- Soft Skills
- Aptitude training
- Employment Preparatory programme
- Technical (B.E/B.C.A/M.C.A)
- Management Program (M.B.A)

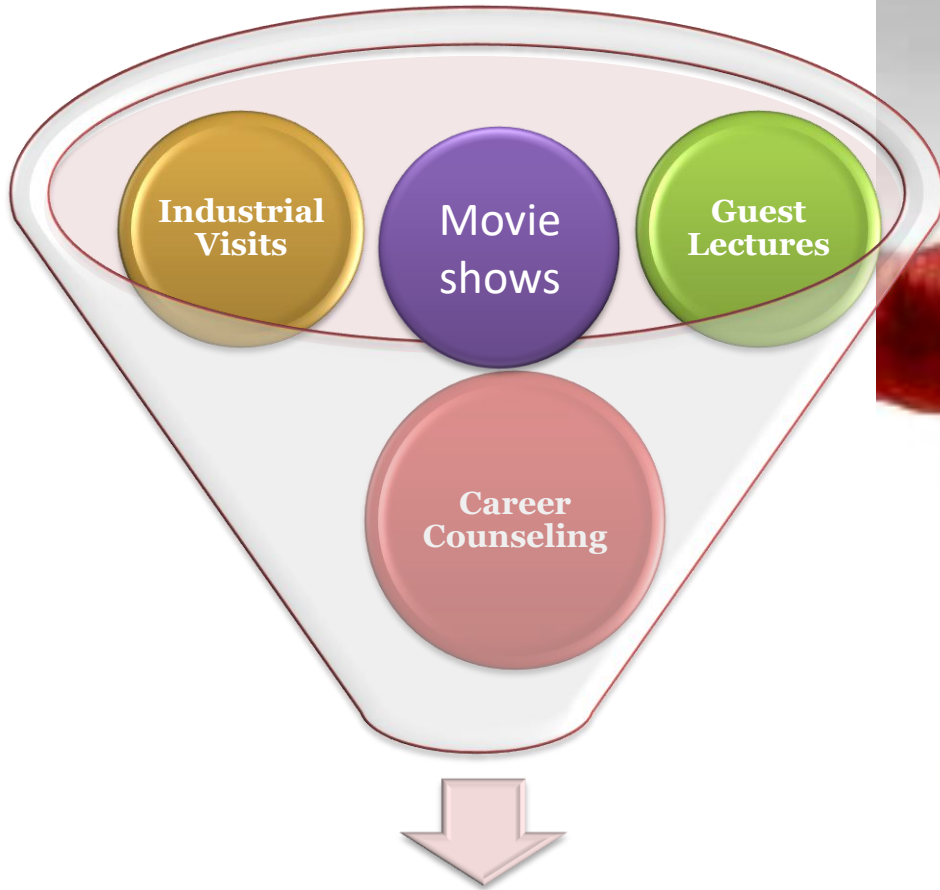




# Our Training Process



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**Value Additions**



# COMMUNICATION SKILLS



BASIC



INTERMEDIATE



ADVANCE



## Basic – Communication Skills



- **Introduction :**  
**Communicative Skills : Need and importance**  
**LSRW Skills – Introduction**  
**Activities**
- **Listening Skills :**  
**Types of Listening**  
**Listening Activities and Games**  
**Tips for Effective Listening**
- **Speaking Skills :**  
**Basic Grammar**  
**Basic Pronunciation Skills**  
**Speech organs and their functions**
- **Reading Skills :**  
**Introduction**  
**Skimming and Scanning**  
**Intensive and Extensive Reading**  
**Activities**
- **Writing Skills :**  
**Introduction**  
**Sentence construction**  
**Punctuation marks and their functions**  
**Activities**

## Intermediate – Communication Skills



### •Listening Skills :

Listen for gist and respond

Three Basic Listening Models

- a. Competitive/Combative
- b. Attentive
- c. Active/Reflective

### •Speaking Skills :

Fluency

Intonations and Modulations

Speech clarity

Phonetics in detail (Sounds)

### •Reading Skills :

Speed and consistency

Vocabulary building

Understanding the fact and opinion

Tackling idioms

Handling synonyms

### •Writing Skills :

Writing non-ambiguous sentences

Timed writing

Paraphrasing Exercises

Business letter writing

Comprehensive writing

## Advanced- Communication Skills



### •Listening Skills :

- Barriers for active listening
- Body language
- Competitive/Combative listening skills
- Listening to respond and answer

### •Speaking skills :

- Public Speaking
- Group discussions
- Participation in debates and arguments
- Stress Patterns (Rhythm in speech)
- MTI – Mother Tongue influence

### •Reading Skills :

- Reading an announcement / report
- Exercises
- Assessments

### •Writing Skills :

- Business Report writing
- Resume writings (Formats)
- Proof reading
- Editing
- Exercises



## LIFE SKILLS/ BEHAVIORAL SKILLS



Text books, teachers and report cards, generally give a student all the necessary hard skills to reach the top. But soft skills are equally important for the student to retain there.

- **Business attire**
- **Building Self esteem and self confidence**
- **Team building and team work**
- **Time management**
- **Stress management**
- **Decision making skills**
- **Attire and grooming**
- **Attitude**
- **Body language**





# Pre Placement Training



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# PRE - PLACEMENT TRAINING (PPT)

- Corporate culture and values awareness
- Professionalism
- Corporate Communication
- Presentation Skills
- Interview etiquette
- Effective resume building
- Group Discussion
- Applying for Off Campus Jobs and Job Portals
- How to Face interviews (Telephonic, Technical, Operations, Stress, Situational, HR etc)
- Mock Interview / Live
- Current affairs
- Aptitude test preparations
- Selection Process
- Career Opportunities
- Assessments : What is my level of preparedness to get what I want (where do I stand now).



# APTITUDE TRAINING PROGRAM

## Quantitative Aptitude

- Number System
- Time and Work
- Time & Distance
- Profit and Loss
- Ratio and Proportions
- Probability
- Averages
- Clocks & Calendars
- Boats & Streams
- Permutations and combination
- Simple and compound interest
- Linear Equations
- LCM & HCF
- Mixtures & Allegations
- Problems on Trains

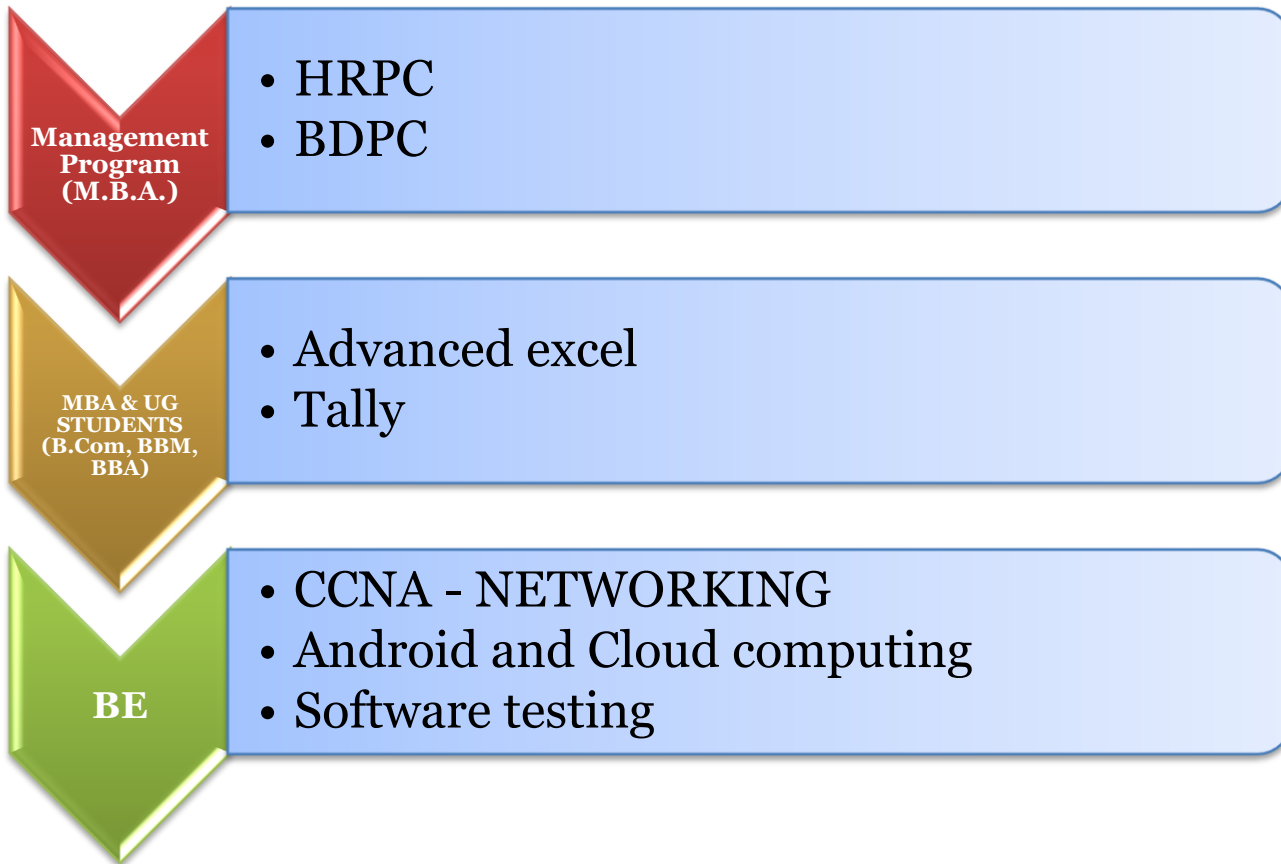
## Logical Reasoning

- Blood Relation
- Directions
- Seating Arrangements
- Syllogisms
- Number Series & Classifications
- Letter Series & Classifications
- Statement Cause & Effect
- Coding & Decoding
- Pattern Completion

## Verbal Aptitude

- Sentence Correction
- Idioms & Phrases
- Reading Comprehension
- Synonyms & Antonyms
- Spotting Errors
- One word substitution
- Verbal Analogies
- Change of speech
- Change of Voice
- Collocations
- Statement Completion
- Proverb Expansion

# CERTIFICATIONS



# FACULTY DEVELOPMENT PROGRAM ON HR SKILLS(FDP)

- Powering teaching competencies
- Fine tuning interpersonal skills at work place
- Handling negative feed back from students
- Different types of students and how to handle them
- Stress and time management
- Understanding student psychology and student counseling
- Career counseling
- Public speaking and handling a big crowd.



- **Payroll (PF,PT,IT,TDS, Tax etc)**
- **MIS (Word, Excel, Adobe etc)**
- **Exit interviews**
- **Joining formalities and induction**
- **Business writing**
- **Performance appraisals (360°)**
- **Man power planning (Attrition & Retention)**
- **Policy manual**
- **Compensation and benefits**



The BPO industry is bouncing like never before, and since voice and accent training is acknowledged as an essential requirement in the BPO industry an individual with a good command over his speech can pursue a career as a voice and accent trainer with great ease. With a good, neutralized accent and fair understanding of phonetical sounds, phonetical script, American and Australian accents, one can grow to better heights in BPO industry. Voice and accent trainers make your voice globally intelligible and teach young aspirants basic speech skills like when they should pause and how they can regulate their speech.

# Gallery



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# BEST PRACTICES

At LEADwe follow benchmarked & best practices from across industries :-



*Highly Qualified Trainers*



*Student Performance Management*



*Training Need Analysis*



*Evaluation*



*Talent Management / Review*



*Career counseling*



BEST  
PRACTICES



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# CONTACT US

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# THANK YOU



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