



We Bridge the Gap | You Walk the Bridge



EduVantage

EduVantage 2024



LEARNING & DEVELOPMENT FOR PROFESSIONALS





1. Introduction to the EduVantage Program for Professionals

Being a professional today is synonymous with tighter deadlines, rising expectations, near zero error syndrome and result oriented approach. Professionals are often caught between the work-life balance and most of the times are not able to do justice either to the professional or to the personal life. Solving this zig saw puzzle requires special skill sets which ironically are never taught during the school or college life where the focus has always been to impart hard skills.

Hard skills only create an opening but are seldom beneficial in scaling up the ladder. Professionals good at hard skills often wonder what makes those people rise who are less proficient. The answer to the question lies in the fact that such professionals who are seen at the top often have additional sets of soft skills which make them more adaptable, likeable, and trustworthy in organizations. Such professionals are good learners and gain such skills through observation and practice. While most of the others find themselves lost and eventually lose out in the longer run.

The good part is that these skills can be learned by professionals under proper guidance. All it requires is to undertake such programs which have been crafted to enhance the soft skill sets and then practice it one's workplace.

EduVantage program for professionals has been designed to burnish those skills which will help the individual to tide over the pressures at work and maintain a healthy balance between professional and personal lives.

Key Benefits of the Program for Professionals:

Confidence Building – Our programs help in increasing the confidence quotient in professionals by exposing them to simulated problems and giving them a pedestal to express their opinions without inhibition.

Teamwork - Our programs help in building the team spirit amongst professionals by encouraging them to work in teams using activity based participatory learning modules.

Communication – Our programs are specifically targeted to improve the communication quotient of the professionals by exposing them to the nuances of power and positive talk.

Leadership – Our programs help professionals prepare for leadership roles with an aim of preparing them to be global leaders of tomorrow.

Professional Orientation – Our programs help in preparing professionals for a meaningful work life by improving their abilities to manage work, life, stress, anger, time, and goals.

Personal well-being – Our programs help in improving the ability to manage self and the relationships with others.

Being Independent – Our programs also help the professionals to be independent by improving their abilities like money management, networking skills, etc.



2. Training Needs Analysis

India Skills Report 2016 claims that only 35% of the students out of colleges possess the skills that are required to secure a job. This points to the fact that right from the formative years the professionals are not only lacking hard skills but are also not prepared and adequately skilled to take up the work life challenges. This though poses a significant challenge in their careers which needs a course correction, earlier the better.

EduVantage has created an entire structured curriculum keeping in mind the requirements of the workplace. This curriculum helps in a stage wise progression and monitoring of the professionals through a dedicated engagement mechanism of regular feedback.

EduVantage provides this platform where the professionals can not only gain these skills through corporate engagement workshops but can also individually join specific courses to gain specific skills. Our program is aligned to the modern requirements and challenges which professionals face on a daily basis.

3. Competencies to be developed

The professionals undergoing the Program will be able to demonstrate positive outlook and a pleasant personality.

The broad categories of competencies which will be developed are:

Self-Management Skills – Skills that enable a professional to be effective at managing his overall personality, life and work such as time management, stress & anger management, setting and managing goals.

Interpersonal Skills – It is also important for professionals to learn how to effectively deal with others: peers, seniors, juniors or any other person outside their comfort zone, in order to be successful. Interpersonal Skills help them be a better team player, communicate better, network well, deal with criticism and conflict and be more assertive.

Critical Thinking Skills – Critical thinking is an important facet of one's personality. It is the measure of sharpness and cognitive ability of a person. Having good critical thinking skills ensures that the professionals have both qualitative and quantitative approach towards problem solving.

Leadership Skills – Nurturing leadership talent at an early age is an important responsibility of the organization. Nurturing leaders at an early age will not only help the individuals themselves but also help the nation at large.

4. Curriculum Design

Based upon the above competencies, the following instructional coursework will be deployed. Each lesson will drive towards building key behavioral outcomes identified for each, as parameters of evaluation of learning effectiveness.

The program has been designed for young professionals. Junior and mid-level professionals will be exposed to new and complex scenarios to ensure that the learnings stick with them throughout their lives. The program, depending upon the choice of the organization, can be run in the following ways:

a) **Option 1 (Competency Based Approach):** In this method the organization can decide upon the specific competencies to be covered for the professionals in a stand-alone manner. The program can then be conducted in both offline and online modes as per the total hours dedicated for the identified capsule.

b) **Option 2 (Workshop Approach):** In this method the program will be run in the form of **workshops which will be organized once a month for a total of 4 months for every batch of professionals.** The monitoring of the progress and mapping of the competencies desired for the professionals will be carried out post workshop in the intermittent period between the two workshops.

The table below lists out the competencies to be covered as part of the Program for Professionals:

Module	Competencies covered	Number of Hours (Option 1)	No of Days (Option 2)
Managing Self	Self-Awareness	~3	3-day Workshop
	Self Confidence	~2	
	Motivation & Positive Attitude	~2	
	Stress & Anger Management	~2	
	Goal Orientation	~2	
	Etiquette – Social & Dining	~2	
	Dressing & Grooming	~2	
	Module Hours	15 Hours	
Managing Others	Effective Communication	~8	4-day Workshop
	Conflict Management	~2	
	Diversity & Gender Sensitivity	~2	
	Teamwork	~4	
	Handling Criticism	~2	
	Negotiation Skills	~2	
	Module Hours	20 Hours	
Critical Thinking	Problem Solving	~4	2-day Workshop
	Creativity	~3	
	Time Management	~3	
	Module Hours	10 Hours	
Leadership	Presentation Skills	~4	4-day Workshop
	Public Speaking	~8	
	Networking Skills	~2	
	Decision Making	~6	
	Module Hours	20 Hours	
	Grand Total	65 Hours	13 days



5. Eduvantage Program Matrix

S No	Eduvantage Program/ Module	No of Hours	Applicable For*
1	Verbal Communication Skills	2	SM/ MM/ JM/ BC
2	Written Communication Skills	2	SM/ MM/ JM
3	Non-Verbal Communication Skills	2	SM/ MM/ JM/ BC
4	Email Writing Skills	1	MM/ JM
5	Cross Culture Communication Skills	1	SM/ MM/ JM/ BC
6	Listening Skills	1	SM/ MM/ JM/ BC
7	Critical Thinking Skills	3	SM/ MM/ JM
8	Problem Solving Skills	4	SM/ MM/ JM/ BC
9	Time Management Skills	3	MM/ JM/ BC
10	Presentation Skills	4	SM/ MM/ JM
11	Self-Awareness Module	3	SM/ MM/ JM/ BC
12	Self Confidence Module	2	MM/ JM/ BC
13	Stress Management Module	2	SM/ MM/ JM/ BC
14	Team Building Module	4	MM/ JM/ BC
15	Goal Setting Module	2	MM/ JM/ BC
16	Power Talk Module	8	SM/ MM
17	Creativity Module	3	SM/ MM/ JM/ BC
18	Career Planning Module	2	MM/ JM/ BC
19	Confidence Building Module	3	MM/ JM/ BC
20	Corporate Etiquette Module	4	JM/ BC
21	Working with Different Personalities Module	2	MM/JM/BC
22	Networking Skills	2	SM/ MM
23	Negotiation Skills	2	SM/ MM
24	Handling Criticism	2	MM/ JM/ BC

*Legend: SM – Senior Management
MM – Middle Management
JM – Junior Management
BC – Blue Collar Workforce

6. Instructional Approach

Learning Life Skills essentially requires the learner to change behavior through awareness and consistent practice. The objective of these lessons is to help the learners gain insight into his/her own behavior, understand the desired behavior traits that need to be learned and also the techniques that will help them change their behavior over time. As part of our valued proposition we will:

1. Introduce the concept and importance
2. Show effective how-to techniques and tips
3. Personalize it by having them practice in their own context

The approach in designing every lesson is:

Modular – Learning sessions with adequate breaks so as to not overwhelm the learner with too much information.

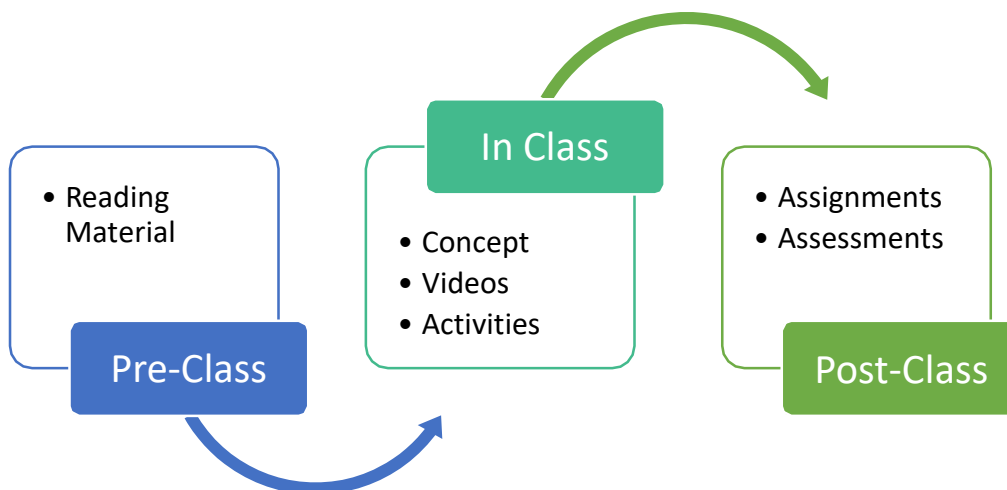
Real-life application – The modules focus on teaching how-to techniques with emphasis on applying techniques they learn to their own life situations.

Video illustration – thought-provoking or learning videos that inspire change in behavior.

Activity based – All classroom activities are based on peer-learning methods to increase professional engagement and motivation.

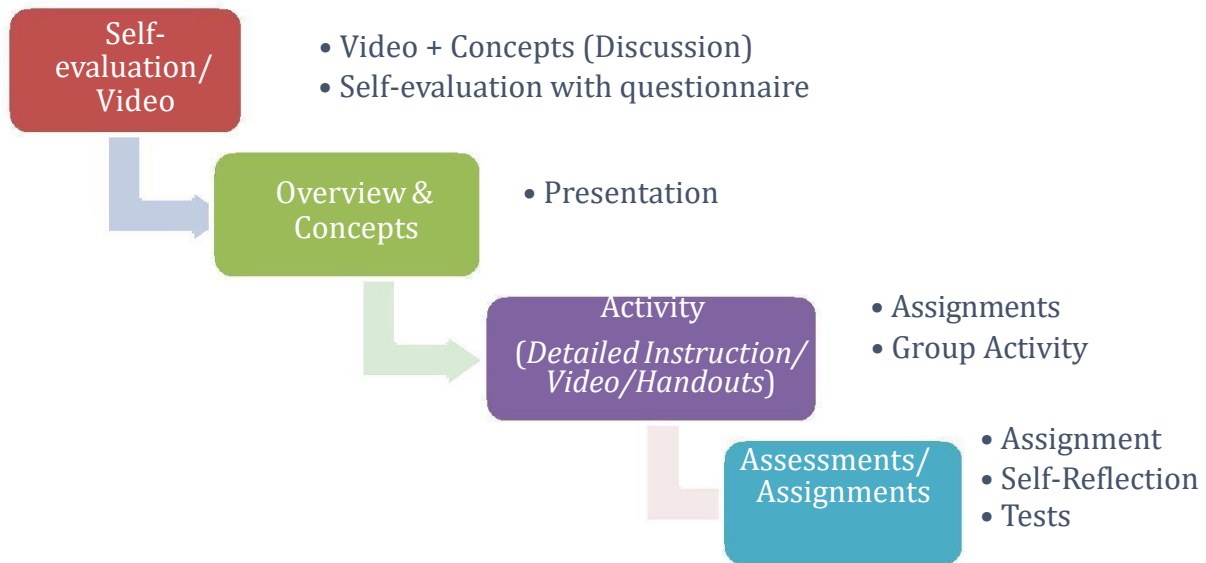
Teacher as a facilitator – Trainers will facilitate the activities, ensure maximum participation and encourage learners with coaching and feedback.

A typical flow of a lesson would be along the lines below:





The session will run along the lines of:



Materials Provided:

Training material will include eLearning Lessons (for Pre-, In- and Post-class sessions) as well as assessments.

Instructor's Profile:

The lessons will be facilitated by EduVantage instructors. The profile of the instructors is that they:

- Are certified trained instructor's
- Have extensive Industry exposure or experience in the workplace
- Have good communication skills
- Have good mentoring skills
- Have patience and motivation

7. Proposed Engagement

EduVantage proposes the engagement to start with a lead time of at least one week from the date of approval of the proposal.

8. Fee Structure

a) **Competency Based Approach** – EduVantage charges a fee of INR 9999/- per hour for a batch size of maximum 30 professionals.

b) **Workshop Approach** – EduVantage charges a fee of INR 44,999/- per day on a lumpsum basis for a batch size of maximum 30 professionals.



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