



A brief introduction about 4C Training.

4C Training is established with a Vision of “becoming the most respected & preferred training partner of clients across the region in all verticals”.

4C Training helps institutions / organizations in developing their Student’s / employee’s Command over English, Communication Skills, Positive Attitude, Team Skills & Leadership Skills. Our unique training approaches transform participants to excel in all walks of their lives.

Some of our Educational Clients include **Government Engineering College, Aurangabad, Govt. College of Engineering, Chandrapur, MGM Polytechnic College, Dr. G Y Pathrikar College, Aurangabad, Dr. V Y Patil College of Engineering, Ahmednagar Campus, Agrasen Vidya Mandir, Government ITI College, Ghansawangi, Government Polytechnic College Nasik and Government Polytechnic College, Aurangabad.**

Corporate Clients include **RR Kabel, Greaves Cotton, Syngenta India, Magna Automotive Private Limited, CADTECH Engineering Private Limited, MSCDCL, MSCTCL, MKCL.**

Our Training Method includes:

- Role Plays & Speeches
- Group Discussions
- Audio / Music Based Activities
- Group Games
- Power Point Aided Facilitation

For more information about us, please visit us at www.4ctraining.co.in

We would like to take this opportunity to put forth a proposal to get “**4C Training**” associated with “**Dr. Babasaheb Ambedkar University, Aurangabad**”, as a ‘training Partner’ on “Bench to Benchmark”.

QUOTATION
BENCH TO BENCHMARK

OBJECTIVES

- ✓ **To remove inhibitions, complex, fear & doubts about the competitive world and make them more expressive.**
- ✓ **To equip students with latest skills requirements & industry expectations.**
- ✓ **To imbibe know-how's of using Employability Skills at all areas of their life.**
- ✓ **To lay a foundation of Employability Skills by developing Soft Skills & Life Skills.**
- ✓ **To polish their personality & make them more confident.**

METHODOLOGY

- ✓ **Interactive Facilitation**
- ✓ **Live Demo of each module with Role plays**
- ✓ **Audio – Video Learning Modules**
- ✓ **Immediate Doubt clearing by facilitator.**

BENCH TO BENCHMARK

DAY 1

MODULE - COMMUNICATION SKILLS

1. LISTENING SKILLS

- ✓ **Types of Listening**
- ✓ **Loss of Selective Listening**
- ✓ **Inputs for Listening**
- ✓ **Comprehension**
- ✓ **Eye contact & Gestures of a good listeners**

DURATION: 3 hours

OUTCOME: Improved Listening Skills & better communication.

2. ENSURE UNDERSTANDING

- ✓ **Comprehension & Analysis**
- ✓ **Ensuring last man's understanding**
- ✓ **Remove "I'm responsible for what I said, I'm not responsible for understanding" kind of attitude**
- ✓ **Team Communication**

DURATION: 2 hour

OUTCOME: Better Comprehension & understanding among teams.

CRISP WRITING

- ✓ **Understanding subject & intend of communication**
- ✓ **Selection of words**
- ✓ **Precise writing**
- ✓ **To the point communication**
- ✓ **Writing exercise**

DURATION: 3 hours

OUTCOME: Precise communication in all written formats.

DAY 2

MODULE – BEHAVIORAL SKILLS

BEHAVIORAL SKILLS

- ✓ Behavioral Score
- ✓ Importance of body language in communication
- ✓ Types of Body Signals & its interpretation
- ✓ Impressive body language
- ✓ Synch of verbal & non-verbal language
- ✓ Etiquette & Manners

DURATION: 5 hours

OUTCOME: Use body language for Better communication.

MODULE - SELF-MOTIVATION

SELF MOTIVATION

- ✓ Understanding "SELF"
- ✓ Source of Confidence
- ✓ Speak up
- ✓ Internal Communication
- ✓ Sharing thoughts and ideas for betterment

DURATION: 3 hours

OUTCOME: Become a confident speaker with absolute thought clarity.

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DAY 3

MODULE - PERSONALITY DEVELOPMENT

1. ATTUDINAL SKILLS

- ✓ 'Can do' & 'Will do' attitude
- ✓ Start to Finish
- ✓ Conclude & wrap up
- ✓ Performance vs results
- ✓ How to handle Urgency?

DURATION: 4 hours

OUTCOME: 101 % philosophy for results.

2. PLANNING & ORGANIZAIING

- ✓ Time management
- ✓ Planning
- ✓ Optimum utilization of resources
- ✓ Prioritize & Allocate
- ✓ Mobilization of resources to ensure job done

DURATION: 4 hours

OUTCOME: Participants will ensure 'optimum utilization of resources'.

Day 4

PLAN & ORGANIZE

- ✓ Time Planning
- ✓ Self-Management
- ✓ Organizing Skills
- ✓ Management
- ✓ Team & Resources

DURATION: 2 Hours

OUTCOME: Planning & Organizing Skills for better results.

3. OWNERSHIP

- ✓ Defining accountability and ownership
- ✓ Avoiding passing the buck
- ✓ How to be a member with a sense of responsibility
- ✓ Benefits of fostering ownership attitude
- ✓ How accountability and ownership can motivate Self & team

DURATION: 2 Hours

OUTCOME: Attitude of ownership & responsibility in all the work they take.

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4. TAKE CALCULATED DECISIONS

- ✓ Decision Making
- ✓ Calculated decision vs uncalculated decision
- ✓ Decision making process
- ✓ Analysis & Conclusion
- ✓ Cost Loss & return evaluation

DURATION: 4 Hours

OUTCOME: Better calculated decision making abilities.

OVERALL OUTCOME

- ✓ Students would be able to express themselves confidently.
- ✓ Students would outperform in campus placement process
- ✓ Increased Inclination towards Employability.
- ✓ Significant Change in Behavior
- ✓ Improved Stage Courage
- ✓ Presentation Skills
- ✓ High Selection Ratio

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