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WWW.4CTRAINING.CO.IN



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
<b>Power Point Aided Facilitation</b>

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".

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# 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.

# **METHODLOGY**

- ✓ 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.

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## 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 & ORGANZIAING

- ✓ 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'.

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# 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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Corporate C Magna Auto Limited, MS

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- ☐ Group
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