



GIVE WINGS TO YOUR CAREER!

PREPARE WITH AVIATION VETERAN MS. ASTHA GILL

PERSONALITY ENHANCEMENT COURSE

DURATION OF COURSE - 3 MONTHS

(DUAL BENEFIT PROGRAM- PREPARING YOU FOR THE FIELD OF YOUR CHOICE!)

Dear Ambitious souls,

Coronavirus has made things confusing, most of you are unsure of what to do and what not. But, one positive thing to focus on, is learning and developing new skills.

We want to prepare you for the coming times when things will be even more difficult to achieve. Make yourself competent and develop your personality that helps you succeed in fetching good career opportunities.

This online program intends to provide dual benefit to the students.

Our objective is to help you develop your overall personality which can fetch you a job in any industry you aim to enter.

We are also going to prepare you for the field of Aviation, therefore making you ready for your dream career.

Personality Enhancement Training Program:

1. Social intelligence

Social intelligence is the human capacity to use our brains to effectively navigate through complex emotional situations and negotiate different social relationships. It is an ability that helps us adjust according to different working environments. An essential trait for any job profile.

We Focus on

-Practical lessons on Social Ethics, Etiquette and Mannerism.

Importance of Social Intelligence

Industry experts have confirmed that thousands of employees have recently lost their jobs due to their lack of social incompetence.

Earlier, talented people thought they only have to be good at their jobs to guarantee their place in a company. However, the recent change in business approach has made all these employees rethink their style of working.

They now realize that they can't be employees in desk-jobs, and have to start taking a larger interest and part in the improvement and growth of the organization.

Technology has made people self-centered, in the sense that people might be interacting with people online happily, but the same people will be ignoring those sitting beside them!!!

This boundary that people have drawn around them makes them look isolated and uninterested in any real-world communication, making the lack of human communication and relationships a pressing problem of our times.

It is no surprise then that people having better social skills have more friends, are in more relationships, and know how to nurture a relationship. This leads them to have successful careers and generally happier lives.

2. Personal Grooming and Corporate Dressing

There is no doubt in accepting the fact that your personality is the biggest asset you have that can take you to the heights of success.

Now, the question arises how can personal grooming help you in achieving your career goals?

The answer is simple! If you look presentable, confident and professional; you have already made a positive statement before your employer with your personality. This means that the employer has already made some good assumptions about you.

Our Program will take you through:

- **Business dressing etiquette:** “*a man is known by his dress and address*”. Donning the right business attire will not only help you make a mark of your own but also climb the success ladder in the shortest possible time span.

- **Importance of Corporate dressing:** Corporate dressing refers to the art of dressing formally and correctly. Corporate dressing helps an individual to dress according to his work profile and organization culture. Formal dressing, if done correctly goes a long way in shaping one's personality. People take you seriously if you are dressed sensibly. Remember no one likes to speak to an individual who does not know how to carry himself/herself. Going to work in formals helps you create an image of yours. Dressing correctly helps you stand apart from the rest and be a role model for others.
- **Corporate Dressing for men and Women:** The dressing etiquette for both genders varies drastically. Knowledge on the same will help one understand gender-based dressing, in fact we also focus on personality-based dressing based on individual personality.
- **Corporate Dressing and Personal grooming-** Personal grooming and corporate dressing actually go hand in hand. Donning an expensive business suit will not help, if you are not neat and clean. Here comes the importance of personal grooming. Personal grooming is defined as the art of cleaning and maintaining one's body parts. Personal grooming is essential for everyone irrespective of the gender and nature of profession. Personal hygiene, if neglected can ruin your personality.
- **Personal Grooming tips - Men and Women:** Hygiene, Fitness and Health care.

3. Communication Skills and Soft skills:

- **Speech:** How to make your speech loud and clear.
- **Style:** Clarity comes with style which needs training in many cases.
- **Volume:** We want to be heard, but our speech volume needs to be monitored.
- **Tone:** It can make or break things for one! Tone training can be rewarding.
- **Voice Modulation:** To make communication impressive and meaningful.
- **Confidence to speak** in front of others.
- **Language familiarity-** Activities that can make one familiar to a language most commonly used in the corporate world (English)
- **Articulation-** The formation of clear and distinct sounds in speech (Vowels and Consonants)
- **Managing Lipping-** A speech issue that can ruin conversational skills of a person.
- **MTI-** Mother Tongue influence can be a barrier to success. However, neutral accent is achievable.
- and...**General behavior** while communicating, **Professionalism** in conversation, **hospitality** that makes communication positive and learnings on **Global language acceptance**.

4. Body Language, Deportment and Non – Verbal Communication:

- **Body language** is a major communication tool and with or without realizing it, we give off signals to others all the time about our state of mind.
- **Deportment** is about the way we carry our self and implications that it has.
- **Non-Verbal communication** is the Nonlinguistic transmission of information through visual, auditory, tactile and kinesthetic channels.

Our Module will take you through activities and exercises that will help you improve these 3 essential traits with special Focus on –
Facial Expressions, Hand gestures, Posture, walking style, Eye contact, Listening Skills, Touch, Smile etc.

5. Interview Techniques:

- **How to Plan for the D-Day?** - The interview day is one of the most important day of our life. We must prepare, do our homework and make sure that no stone is left unturned. We help you list down what is required and together we start the work to construct your ladder to success.
- **What to say and What not to say?** - Answering techniques talk of your overall personality. So, at the time of interview you will have to show Style, finesse and intelligence. We prepare together to help you outshine your competitors.
- **Professional attire** - We help you dress for success. What to wear, what will look nice on you, dress code and protocol, all have to be kept in mind!
- **How to present yourself** – Our Personality enhancement program will surely help you ‘dress to turn heads’!
- **Expectations of the interviewer** – This is another part of our ground work before we take the flight to the interview venue. For this, regular mock interviews will be conducted and all the possible non-technical rounds will be practiced.
- **Interview ethics** – Code of conduct and professional behavior is you must learn from us so that you can save yourself from embarrassment.
- **How to accept Failures and what to do if unsuccessful** – Our counselling sessions are a great source of motivation that make your struggle meaningful. We make you learn that challenges are easy to withstand if you are with yourself.

Benefits of joining the Aviation industry:

- Company Uniform gives one a reputed and professional profile.
- Free Tickets for self and family.
- Free travel worldwide.
- Get to work for one of the most high-profile industries.
- Enjoy - all employment benefits offered by the Airlines.
- Employment opportunities at a young age.
- Min. Qualification required - 10+2
- Candidates from any educational background can join the Aviation industry- BCom, BBA, BCA, BTech, B.Sc., Masters...all can apply.

Highlights of the program:

Short duration – Aiming at the required Knowledge, Developing the desired Skills and Enhancing the Correct Attitude required for this Dynamic industry.

Convenient- Special Persona and Bharati college mutually believe in giving wandering ambitious souls and Aviation aspirants the right track within their possible domain.

Affordable- Aviation and Personality enhancement courses are not affordable for many candidates, the exorbitant fee charged by the academies is making many students waste the hard-earned money of their parents and many even have to give up on their dream to join the industry!

Accomplished Trainers as Faculty – Bharati College and Special Persona Learning gallery believe in delivering the best, no compromise on quality of education- whatsoever! Our Training program is well researched and developed by industry experts who hold more than 2 decades of experience in the field of Aviation.

(Trainer's profile detailed below)

Training process:

- Session starts with an orientation program.
- 3 sessions in a week- 1 hour
- Since it is a Job oriented course, students will be assessed every month and advised corrective actions if required. Best performing students shall be rewarded too.
- Certified course.

The Program is designed to help in developing social skills, working on overall personality enhancement and confidence building to face the competitive world.

**Active participation of every student is ensured
through highly interactive online sessions.**

SYLLABUS:

- **GROOMING**

- a) Dressing style and Corporate Grooming
- b) Make up techniques
- c) Health and Hygiene
- d) Skin care

- **CUSTOMER SERVICE AND HOSPITALITY**

- a) Guest Delight
- b) Soft Skills
- c) Social Intelligence
- d) Emotional Intelligence
- e) People Handling Techniques
- f) Etiquette and Mannerism

- **COMMUNICATION SKILLS**

- a) Conversational skills
- b) Verbal and Non- verbal communication
- c) People Handling Techniques
- d) Initiating and Ending a Conversation

- **PUBLIC SPEAKING**

- a) To enhance the understanding of performing in stress
- b) Listening skills
- c) Confidence Building
- d) Impromptus

- **INTERVIEW SKILLS**

- a) How to Prepare Resume.
- b) Interview Practice for all rounds
- c) Practice sessions: Group discussions, Role Plays and Group Exercises
- d) Mock Interviews

- **HOW TO BECOME A PART OF THE AVIATION INDUSTRY**

- a) Cabin Crew/Ground staff Profile
- b) Aviation world and job opportunities
- c) Pre requisites, Preparation and Performance.

About Special Persona Learning Gallery

Special Persona is a very well nurtured and cherished project of the Aviation veteran, Educationist and Trainer– Ms. Astha Gill

with Mission to transform and craft the aspirants into Walloping and Prodigious Personalities.

Aim

Special persona aims to channelize every aspiring professional's efforts in the right direction.

It aims at making every student meet the wow hidden in them.

It also aims at delivering nothing but the best to every learner by walking with them they get the confidence to stand alone to face every battle of life.

Delineating Ms. Astha Gill

- Aviation Veteran, Educationist and Trainer. (2 decades of Industry experience)
- Post Graduate - Masters in Education and Personnel Management.
- Train the Trainer accreditation from 3 Formal international organizations.
- Empaneled as a **Subject matter expert with Aircraft Accident and Investigation Bureau. (Ministry of Civil Aviation)**
- Former Cabin Safety Inspector with **Directorate General of Civil Aviation (DGCA).**
-In flight investigations, Inspections, Rule formulation, Approval, Audits etc.
- **Accomplished Trainer** - Hospitality, Services, Crew resource management, Behavioral skills, Leadership programs, Train the Trainer and many other Technical and non-technical training for Aspiring Cabin Crew, Flight Attendants, In-flight supervisors, In-Flight Managers, Pilots and employees of other departments.
- **Performance manager** – (M/s Jet Airways I. Ltd.)
- **More than 15 yrs. of Flying experience** - Senior Flight attendant on Domestic as well as international routes.

To know more, Visit our website - SpecialPersona.com