

**Are you looking for learning and growth? Then, this is the best time to invest in yourself; for your self-development. We invite you to join our virtual learning sessions in the following topics:**

Sr.	Topic	Deliverables	Duration	Time	Date	Price (Rs)
1	<b>Customer Service</b> (Those who wants to build up their career in banking and insurance sectors)	<ul style="list-style-type: none"> <li>Who is a customer and why are they important?</li> <li>What is Customer Service?</li> <li>Service with a smile - The attitude to "Serve"</li> </ul>	6 Hours (2 Hrs. per Day)	<b>10:00Am - 12:00AM</b>	June 28-30,2020	1500/- (Net)
2.	<b>Professional Resume Building</b> (Graduate and post graduate)	<ul style="list-style-type: none"> <li>Resume format</li> <li>Writing Contents in Resume</li> <li>Important words</li> <li>Expressions</li> <li>Expectation of employer</li> <li>Complete resume.</li> </ul>	2 Hours	<b>1:30pm-3:30pm</b>	June 28, 2020	500/- (Net)
3.	<b>Interview Etiquettes</b> (Specially for fresher)	<ul style="list-style-type: none"> <li>All about Interview</li> <li>Dressing sense</li> <li>Know yourself</li> <li>Body Language.</li> <li>Be Ready.</li> </ul>	2 Hours	<b>1:30pm-3:30pm</b>	June 29, 2020	500/- (Net)
4.	<b>Corporate Etiquette</b> (new entrance and experienced)	<ul style="list-style-type: none"> <li>Introduction</li> <li>Business etiquettes</li> <li>Do &amp; Don't of Meetings</li> <li>Netiquettes</li> <li>Handshakes &amp; Business cards</li> <li>Terminologies.</li> </ul>	2 Hours	<b>1:30pm-3:30pm</b>	June 30, 2020	500/- (Net)
5.	<b>Communication skill for career success.</b> (professional and non-professional)	<ul style="list-style-type: none"> <li>Listening as an effective of communication</li> <li>Questioning Skills - Open ended and Close ended questions</li> <li>Communication as an effective tool of Relationship Management</li> </ul>	6 Hours (2 Hrs. per Day)	<b>1:30pm-3:30pm</b>	July 01- 03, 2020	1500/- (Net)
6.	<b>Sales Management</b> (professional and new entrance)	<ul style="list-style-type: none"> <li>Difference between Cross Selling and Up-Selling</li> <li>The Six Step Sales process</li> <li>Handling customer objections</li> </ul>	6 Hours (2 Hrs. per Day)	<b>10:00Am - 12:00AM</b>	July 01- 03, 2020	1500/- (Net)
7.	<b>Holistic skill development and more</b> (professional and new entrance)	<ul style="list-style-type: none"> <li>Including deeper self-awareness and emotional intelligence, and the ability to lead teams.</li> </ul>	2 Hrs.	<b>10:00am-12:00pm</b>	July 05-06,2020	700/-

8.	<b>Brush up your Excel skill</b> (focused for graduate and post graduate)	<ul style="list-style-type: none"> <li>• First Thing First</li> <li>• Function vs. Formula</li> <li>• Way to do formatting</li> <li>• Preparing data for Analysis</li> <li>• Data Analysis and Reporting tools</li> <li>• Useful Excel Functions</li> <li>• Managing Larger Spreadsheet</li> </ul>	3 Hours (1.5 Hrs. per day)	<b>10:00am- 11:30am</b>	July 07-08, 2020	1000/-
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**Note:**

**Further, if you have any queries please contact us at: 01-5539957/9801014490/9801014474**

**For participation go through: <https://docs.google.com/forms/d/e/1FAIpQLSfn-ylLqmw67Uo4XxpKCAlyGx4GeIjLAaLvfpLGsd9CVX-D8w/viewform?vc=0&c=0&w=1>**

**For payment kindly follow this procedure: -**

1. Install khalti app
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3. Select the Growth leadership Academy
4. Choose the interested training topics
5. Continue the procedure till the end