**PRIA WARRICK FINISHING ACADEMY**

**THE YOUNG CEO**

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| **Topic** | **\****Young CEO (Start outs)** |
| **Creating Lasting Impressions*** Personality and its importance
* Importance of Etiquette in the World of Business
* Representing oneself effectively in front of clients, internal meetings or external forums.
* Brand ambassadors
* Self awareness/ introspection
* Perfecting the visual resume
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| **Overcoming Shyness*** Confidence Building
* Getting rid of Complexes
* Dealing with Self esteem
* Developing emotional stability
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| **Leadership Skills & Etiquette*** Team building
* Stand out in the crowd
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| **Communication Skills*** Conversational Skills
* Topics to avoid
* Art of making small talk
* Developing Listening Skills
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| **Dining Etiquette (Theory+ Practical)*** Corporate Table Manners
* Do’s & don’ts of Dinning Etiquette
* Eating with Cutlery
* Table Manners for Indian food
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| **Interview Etiquette- Level 1**Group Discussion, Stress Interview, Mock Interview |  |
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| **Business Etiquette Level 1*** Art of Greeting and Introduction
* Business Card Protocol
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| **Body Language: Image Enhancing*** Art of Sitting, Standing, Waking (Role play)
* How to carry yourself
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