



Technocation Freelancing Training Institute & Software House

Corporate Training Certification Course Outline

MODULE 1: Introduction to Corporate Skills

- Firstly, Learn what corporate work means. So, Understand how offices run.
 - In Addition, Know about teamwork and rules. However, Work with others politely.
 - Also, Learn the role of training. thus, See why it helps jobs.
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MODULE 2: Communication Skills

- Speak clearly with others. Use simple words.
 - Listen with full attention. Show respect in talk.
 - Write short clear emails. Keep them easy to read.
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MODULE 3: Time Management

- Plan work before starting. Make a small list.
 - Finish tasks on time. Avoid wasting minutes.
 - Balance work and rest. Stay fresh for jobs.
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MODULE 4: Problem Solving

- Find the main problem first. Look for the cause.
 - Think of simple solutions. Pick the best one.
 - Test your idea quickly. Check if it works.
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MODULE 5: Teamwork & Leadership

- Share work with team. Help each other.
- Listen to team ideas. Respect all voices.
- Guide team politely. Be a good leader.

MODULE 6: Workplace Etiquette

- Dress neat and clean. Look professional.

- Greet people nicely. Use kind words.
 - Keep your desk tidy. Stay organized always.
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MODULE 7: Presentation Skills

- Speak slow and clear. Face the audience.
- Use simple slides. Show pictures too.
- Practice before meeting. Feel more confident.

MODULE 8: Career Growth Tips

- Keep learning new things. Grow your skills.
- Take feedback kindly. Use it to improve.
- Work with honesty. Build a good name.

MODULE 9: Certification Module

- Revise all the modules. Check your notes.
- Give a small project. Show your skills.
- Get your certificate. Celebrate your success.

