



PRANVISTM

An ISO 9001:2008 Company

Business Communication Training

**Pranvis Academy of Training and Development
(A Division of Anarghya ETech Solutions Pvt Ltd)**

About Pranvis

Pranvis Academy of Training and Development is a division of Anarghyaa Etech Solutions Pvt Ltd, a 9001:2008 company, headquartered in Bangalore. We are proud member of NASSCOM and ASSOCHAM.

Our Mission

- » Create Exemplary Trainers and Coaches
- » Deliver World Class Training and Coaching.
- » Inspire, Empower and Transform people with Knowledge, Skills and Attitudes

Our Vision

- » Be the first choice for Training and Development
- » Have a dominant share in the training industry for next-gen training solutions
- » Bring out the best by Collaborating with students, individuals and Working Professionals to be a Peak Performer.
- » Be the first choice for Training and Development



About Pranvis

Our Team

- » Our Trainers and Coaches are a team of experienced professionals with strong educational background.

Our Services

- » Conducting Need Analysis
- » Soft Skills Training Programs
- » Behavioural Skills Training Programs
- » Leadership Training
- » Executive Coaching
- » Presentation Coaching
- » Entrepreneurship Coaching
- » Behavioural Observation using Outbound Methodology
- » Psychometric Assessment
- » 360° Feedback for Leadership Development



Trainings offered by Pranvis

- » All the trainings offered by Pranvis Academy of Training and Development are Evidence Based programs.
- » The training programs encompasses wide range of skills that are integral part of the business.
- » Our training programs are designed to equip our participants with the skills, behaviours and competencies required for success in the corporate world.



Business Communication



- » Excellent English is essential in organisations that communicate internationally, and proper grammar is essential to communicating well in English.
- » Improved communication skills make work teams more effective, and allow employees to achieve their potential.



Objective



At the end of the training participants will be able to:

- » Enhance Business Writing Skills
- » Enhance English Grammar skills
- » Speak with Confidence



Training Module



Speaking skills

- » Grammar Refresher
- » Speaking with a neutral accent
- » Practicing the English Sounds

Writing Skills

- » Planning, mind-mapping
- » Paragraph writing, Structure, Conciseness
- » Business documents- letters, memos, proposals, reports

Email Writing

- » Structure
- » Do's and Don'ts of Email writing
- » Language- style and tone



Training Process

Step 1

- Psychometric Assessment (Optional)

Step 2

- Gap Analysis in terms of Skills, knowledge or Attitude

Step 3

- Identify training module to fill the gap

Step 4

- Conduct the training

Step 5

- Evaluate the progress

Step 6

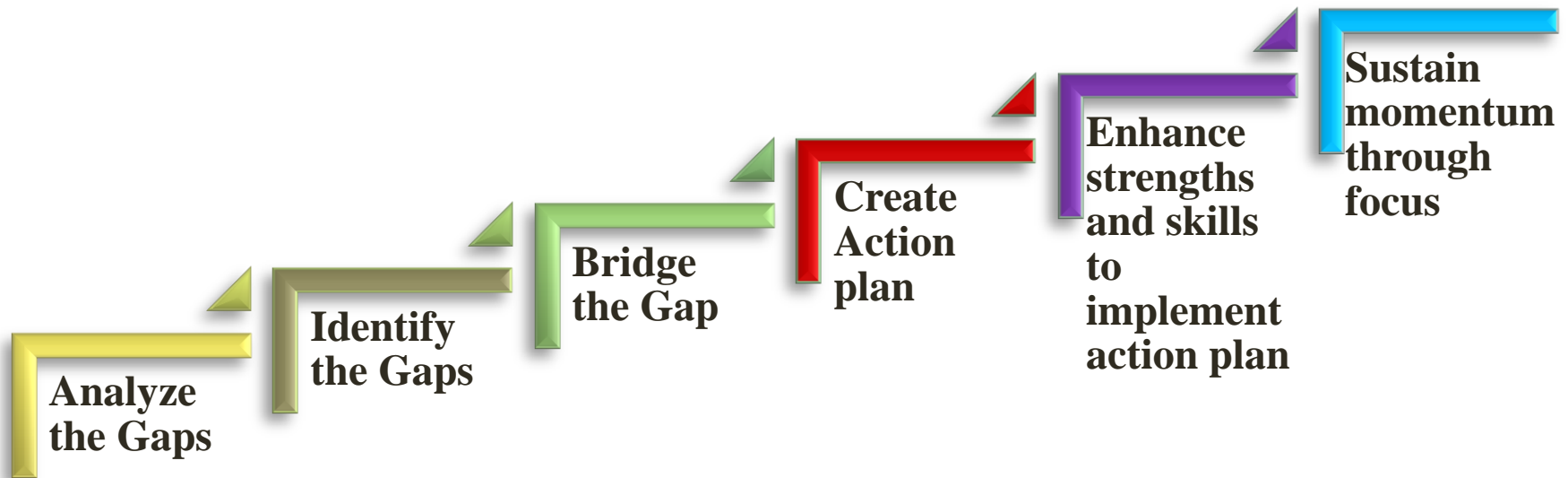
- Coaching to support the Leader in the path of learning

Training Methodology

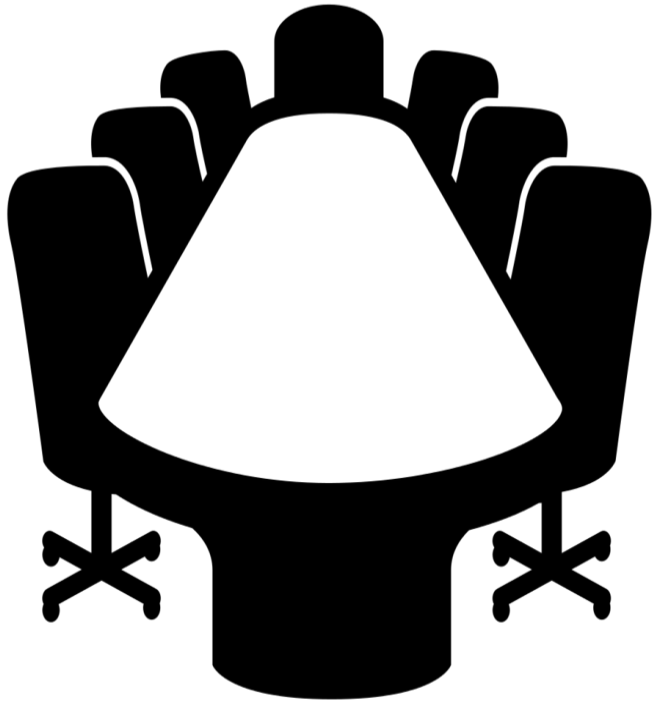
- » We customize the content of each based on the objectives and the desired result expected by key stakeholders, to ensure transfer of learning to the workplace.
- » Our training methodology caters to all learning styles and stages. We use PowerPoints, encourage group discussions, discuss case studies, role-plays, exercises, etc.
- » We follow Adult Learning Principles to ensure all our training programs are experiential
- » Conduct Post Training Evaluation – Knowledge or Attitude or Skills or Habits
- » Create action plan for continuous learning
- » Support the team with coaching tools



Training Methodology



Training Resources



- » Minimum Number of participants: 15
- » Training will be conducted by PRANVIS at the venue organized by the client
- » Training Aids – Projector, Mic and speakers etc.,
- » Folders / File to store the information
- » Writing Pad and pens for trainees
- » To and Fro charges, accommodation of the trainer to be paid by the client as per the actuals, if the training is to be conducted out of Bangalore



Other Trainings offered by Pranvis

- » Leadership Training
- » Presentation Skills
- » Business Etiquette
- » Train the Trainer
- » Creative Thinking
- » Personal Effectiveness
- » Goal Setting
- » Negotiation Skills
- » Emotional Intelligence
- » Transactional Analysis
- » Personal Branding
- » Assertiveness
- » Motivation
- » Effective Selling
- » Sales with NLP
- » NLP Trainings
- » Coaching
- » Leaders as Coach



Trainings offered by Pranvis

- » Team Building
- » Time Management
- » Stress Management
- » Change Management
- » Conflict Management
- » Project Management
- » Interpersonal Skills
- » Interviewing Skills
- » Customer Relationship Management
- » Finance for Non-Finance
- » Campus to Corporate
- » Public Speaking
- » Situational Leadership
- » Manager to Leader
- » Outbound Training



Some of Our Certification Courses

- » Certified Soft Skills Trainer
- » Certified Behavioural Skills Trainer
- » Certified Master Trainer
- » Certified Life Coach
- » Certified Executive Coach
- » Certified NLP Practitioner
- » Certified NLP Trainer
- » Certified HR Professional
- » Certified Voice and Accent Trainer
- » Certified English Trainer for Business Communication



Our Coaching Solutions



- » Life Coaching
- » Executive Coaching
- » Entrepreneurship Coaching
- » Leadership Coaching
- » Business Coaching



Thank you



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