



Training Technical Deck

Workshops /Trainings - Educational Institutes

NEOSTYLUS[®]

Facilitator's Profile: Punam Agarwal

Proprietor



Experience

30+ Years - Educational institutes all levels – Primary to Management, Leisure & Sports, Airlines, Corporate Institutes, Army, Navy and CID, Oil and gas, Retail Outlets etc.

Practitioner

- Business Executive Coach/ Life Coach/
- Organizational Development Coach
- Soft Skills and Behavioral Trainer
- Sales and Customer Experience Trainer
- Motivational Speaker
- NLP – Master Practitioner

Alternate
Therapy Healer

- Reiki or Pranic Healer/Color Therapy/Tarot Card Reader
- Counselor - Parenting Coach/ Students/ Relationships
- Consultant – HR/ Psychometric Tests/ Interior Designing/ Vaastu & Feng Shui
- School Career Guidance/ Teachers Skill Dev./ Campus to Corporate trainings

Others

Authored Books:

- Leadership Training
- Business Soft Skills
- Recruitment Tools
- Transitioning Managerial Skills Development
- How to Read Tarot Cards & Use Color Therapy

NEOSTYLUS®

Educational Background –

- Post-Graduate degree in Stress Counseling from Devon, United Kingdom
- MBA from USA in HR
- Double Graduate Basic Counseling (Devon, UK), and Political Science Honors' (St. Xavier's College, India), Certified Psychometric Test Professional from CAMI- USA
- CELTA from Cambridge, UK
- Train the Trainer Course & NLP Practitioner – NFNLP
- ICF – PCC Coach: Executive/ Life and Organizational Development Coach and many other Soft Skills Certifications

Among various awards won

- **The President's Award** given by the President of India
- **The Governor's Award** given by the Governor of West Bengal,
- **Fish of the Month** given by EK Group- EKFC | **Award of Honour** given by MyCareers - Bhatinda,
- **Behind the Scenes Worker** given by KAMA Ayurveda Pvt Ltd
- **Most Fabulous Training and Development Leader North: Catalyst of Change** given by World HRD Congress
- **Woman of Excellence** awarded by Indian and International Achiever's Forum
- **Best Woman Performer in Learning and Development Award** at International Inspirational Women Award (IIWA) 2020.
- **Awarded by CEO Magazine** – As one among the 25 Iconic Businesswomen to be followed in 2022
- **Award of Appreciation** by Dayanand Sagar University for Teachers Training&Development Session.



Over 11 lakhs individuals have been counselled and trained by her so far.

NEOSTYLUS®

Few Names I Associated with:

Corporates – Associated as L&D Head, Coach, Counselor, Sales Trainer, Soft Skills Behavioural Trainer, Motivational Speaker, Leadership Trainings, ESL Trainer, Train the Trainer, HR Consultant, Psychometric Test Professional

- U.A.E.- Emirates Group /Dnata /Abela /Future Rider – IT & Computer Centre /Acer /Voltas -
- U.A.E. - Oil and Gas Companies – ADCO/ADGAZ
- India - Manyavar /KAMA Ayurveda Pvt Ltd /CorporatEdge Serviced Offices Pvt Ltd/ Synergy Environics Ltd
- Affiliated Coach - uExelerate/ Peak Performer / Mentorship
- Associate Coach – Fourth Quadrant

Clubs – Associated as Guest Speaker conducting varied workshops, Motivational Speaker

- India - Rotaract Club of Calcutta Victoria, Rotary Club of Calcutta Victoria – India/ Bharat Scouts and Guides Movement – India and U.A.E.

Schools/Colleges – Associated as ESL Trainer, Teacher Skills Development Trainer, IELTS Preparation, Career Counselor

- Indonesia - Seville International
- U.A.E. - Higher Colleges of Technology (– Abu Dhabi, Dubai, Ras Al Khaimah, Fujairah);/ GEMS Group -U.A.E.
- India - The Heritage School /Blooming Daffodil/ La Martiniere for Boys Kolkata/ Assembly of God Church Kolkata
- Dayanand Sagar University

Management Institutes – Associated as Associate Professor Business Communications, Campus to Corporate Ready Trainer, Associate Professor HR, Chief Mentor, Editor, Career Counselor, Motivational Speaker

- JRE Group of Institutions: Management&Engineering– Educomp&Raffles Singapore – India /Universal Business School of Management – India
- Times Group - India /AIIMS - India /My Careers – Ludhiana, Ambala, Allahabad, Amritsar, Indore, Bhatinda – India

. All sessions conducted were a combination of experiential, projects and activity based



Teachers Empowerment Programs

NEOSTYLUS®

Contents

1. Individual Coaching For Teachers.....	10
2. Communication Skills.....	11
3. IQ, EQ, SQ and AQ	12
4. Teacher as a Counselor	13
5. Experiential Learning.....	14
6. Blended Learning.....	15
7. Tangent Teaching	16
8. Theme Teaching	17
9. Micro Learning	18

NEOSTYLUS®

10. Class Management.....	19
11. Positive Disciplining.....	20
12. Making Teaching Aids.....	21
13. Rapport with Children.....	22
14. Team Building.....	23
15. Multiple Intelligence.....	24
16. Giving Feedback – Mental Health.....	25
17. Diversity.....	26
18. Strengths, Talent and Passion.....	27
19. Teaching Outside the Classroom.....	28
20. Content and Time Management	29
21. Change Management.....	30

NEOSTYLUS[®]

22. Online Teaching.....	31
23. Teaching and Learning Style.....	32
24. Whatsapp/ Videos/ Podcasts	33
25. Developing Resilience in Students	34
26. Stress Management	35
27. Conflict Management.....	36
28. School Approach towards Value Education.....	37
29. Innovative Teaching Strategies.....	38
30. Connecting and Communicating with Parents.....	39
31. Adaptability.....	40
32. Integrated Learning.....	41

NEOSTYLUS[®]

33. Using Technology as an Effective Tool.....	42
34. Collaborative Learning.....	43

Benefits for Schools/Institutes:

- Report Generated - Psychometric + Career
- Certificate to place in the reception - Advantage especially during New Admissions
- Memento for School/Institute
- Financial benefits - if you wish as you have the option to fix the rate.

NEOSTYLUS[®]

Name of Session: Individual Teacher's Coaching

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: One-on-one

Benefits (Key Learning Concepts):

- Opportunity to openly discuss and identify weak skills.
- Turn weakness into his/her strength with coaching.
- Confidentiality
- Empowered to perform.
- Build good team spirit.
- Positive outlook

Duration: 6 sessions minimum (more depends on the need of the Teacher)

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Communication Skills

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Opportunity to openly discuss and identify weak skills.
- Turn weakness into his/her strength with coaching.
- Body Language and Grooming
- Presentation Skills
- Language used in class.
- Empowered to perform.

Duration: 3 Session

Timing: 2 hours each

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: IQ/ EQ/ SQ/ AQ

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Understand the difference among all four.
- Develop these skills among students.
- Learn how they can develop it among themselves.
- Empowered to perform.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Teacher as a Counselor

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Understand the difference between Counseling /Coaching/Mentoring/Teaching.
- Deep understanding of the basics of Counseling.
- Develop foundation counseling skills to counsel students as teachers
- Empowered to perform.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Experiential Learning

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Students can better grasp concepts. ...
- Students can be more creative. ...
- Students can reflect. ...
- Students' mistakes become valuable experiences. ...
- Teachers often observe improved attitudes toward learning.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Blended Learning

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Using multiple modalities dramatically reinforces engagement, learning and retention.
- Learners can control the pace of their learning.
- Blended learning is modular and scalable.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Tangent Teaching

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Context-rich learning for students
- Boost in social learning and collaboration.
- Learning with fun adds value.
- Helps identify learning gaps quickly.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Theme Teaching

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Higher intelligence levels – connect knowledge with skills easily.
- More Challenging Than Other Methods.
- Knowledge retention.
- Fun.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Micro Learning

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Plan better
- Allows teachers to focus on specific skills and strategies.
- Provides an opportunity for immediate feedback and can be invaluable in improving one's teaching skills.
- Provides an opportunity for teachers to experiment with new teaching methods.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Class Management

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Getting things done at the right time and save time.
- Providing learning atmosphere to the students
- Keeping students on task.
- Lowers stress level of the teacher.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Positive Discipline

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Encourages positive academic performance.
- Helps students stay more focused on their Goals.
- Limits problems with negative peer pressure.
- Creates a safe environment for students.
- Promote self-control, teach responsibility and help students make thoughtful choices.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Making Teaching-Aids

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Helping learners improve reading comprehension skills.
- Illustrating or reinforcing a skill or concept.
- Differentiating instruction and relieving anxiety or boredom by presenting information in a new and exciting way.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Rapport building with Students

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Minimize anxiety.
- Increase student participation.
- Structure and encourage social interaction.
- Foster a positive learning environment and increase learning.
- You're better placed to influence, learn, and teach.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Team Building

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Encourages productivity, creativity and enhances communication.
- Improves moral and builds trust and relationships.
- Helps discover strengths and weaknesses and increase confidence.
- Inspires collaboration, boosts motivation, and promotes positive environment.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Multiple Intelligence

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- You will provide opportunities for authentic learning based on your students' needs, interests, and talents.
- Parent and community involvement in your school will increase.
- Students will be able to demonstrate and share their strengths.
- When you "teach for understanding," your students accumulate positive educational experiences and the capability for creating solutions to problems in life.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Giving Feedback – Mental Health

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Improves students' performance.
- Positive feedback motivates students and encourages them to continue doing their jobs well.
- Helps individuals recognize and hone their skills, develop their areas of improvement.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Diversity

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Diversity Improves Cognitive Skills and Critical Thinking.
- Improves team performance.
- Improve the “intellectual engagement, self-motivation, citizenship, and cultural engagement.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Strengths, Talent, and Passion

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- You get to know your true self better.
- Turn your raw talents into matured strengths and live up to your full potential.
- Improves performance.
- Enjoy what you are doing.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Teaching Outside the Classroom

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Help teachers create enthusiasm for learning.
- Provide a real-world context developing an appreciation of the world around us.
- Improved mental health.
- Development of key skills, such as problem solving, interpersonal skills.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Content and Time Management

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Enables you to accomplish your goals faster.
- Enables you to prioritize your work.
- Enables you to get more done in less time.
- Reduces stress levels.
- Helps you become more efficient.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Change Management

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Reduced stress
- Increase in work productivity.
- Greater sense of control.
- Encourages innovation and creativity.
- Team support

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Online Teaching

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Greener and more cost effective.
- Geographic and borderless reach.
- Time flexibility.
- You can work from anywhere.
- Hold students accountable and learn new technology skills.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Teaching and Learning Styles

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Helps teachers achieve learner outcomes.
- Interactive sessions.
- Helps students understand complex concepts and apply it easily.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Whatsapp/Videos/Podcasts

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- WhatsApp supports free voice/ video calls/ Group helps teachers and students to be in touch, even outside stipulated study periods.
- Listening to podcasts regularly helps develop a stronger and more vivid imagination.
- Videos provide a great way to integrate new content and language learning at the same time.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Develop Resilience in Students

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Allows students to learn and grow in all situations.
- Helps to process and overcome hardship.
- Recover from setbacks.
- Helps in mental health situations.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Stress Management

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Lowers your risk for conditions like heart disease, obesity, high blood pressure, and depression.
- Manage class and challenges with ease.
- Reduces tension among colleagues.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Conflict Management

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Confront conflicts with ease looking for a win-win situation for both.
- Decreases incidents of violence.
- Creating a constructive learning environment and creating a constructive conflict community.

Duration: 1 Session

Timing: 2 hours

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: School Approach towards Value Education **Name of Trainer:** Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- It helps in taking the right decisions in difficult situations thus improving decision-making abilities.
- It teaches the best way to live that can be beneficial to individuals as well as the people around them.
- Helps to make learning and teaching consistent.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Innovative Teaching Strategies

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Promotes critical thinking, a sense of adventure, and an openness to adapt that will serve our students in the classroom.
- Provides tools to tackle the challenges, giving confidence and skills to continue to adapt.
- Helps to engage the students with different kinds of stimuli and creates an environment of activity-based learning.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Connecting and Communicating with Parents **Name of Trainer:** Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Builds understanding and trust
- Communication becomes easier as the students grow older.
- Tailor approach and apply appropriate strategies to suit the child's needs and learning in class.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Adaptability

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Better equipped to face challenges.
- Learn to get out of your comfort zone.
- Confidence to accept technology.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Integrated Learning

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Encourages active participation in relevant real-life experiences.
- It serves as a connection between various curricular disciplines.
- It develops higher-level thinking skills.
- Ensures active participation by triggering the point of interest of students.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Use Technology as an Effective Tool

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Provides a more engaged learning environment.
- Prepares students for the future.
- Connects better with students.
- Boosts collaboration and supports learning.
- Gamified learning

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Collaborative Learning

Name of Trainer: Punam Agarwal

Session Objective: Empower the Teacher

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Development of higher-level thinking, oral communication, self-management, and leadership skills.
- Promotion of student-faculty interaction.
- Increase in student retention, self-esteem, and responsibility.
- Exposure to and an increase in understanding of diverse perspectives.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online



Students Empowerment Programs

NEOSTYLUS®

Contents

1. Career Counseling + Psychometric Assessment	48
2. Behavioural Counseling.....	49
3. Coping with Stress and Anxiety	50
4. Orientation for Parents at all Levels	51
5. Nurturing Child Confidence	52
6. Adolescent Issues	53
7. Good Attitude.....	54
8. Ownership.....	55
9. Empathy.....	56
10. Appreciating Differences.....	57
11. Gender Issues.....	58
12. Integrity.....	59
	45

NEOSTYLUS[®]

13. Teamwork.....	60
14. Leadership.....	61
15. Study Skills.....	62
16. Assertive Skills.....	63
17. Grooming.....	64
18. Body Language.....	65
19. Listening Skills.....	66
20. Anger Management.....	67
21. Disagreeing Amicably.....	68
22. Resolving Conflicts.....	69
23. Respecting Elders and Taking Responsibility.....	70
24. Respecting Technology.....	71
25. Importance of Money.....	72

Benefits for Schools/Institutes:

- Report Generated - Psychometric + Career

NEOSTYLUS[®]

- Certificate to place in the reception - Advantage especially during New Admissions
- Memento for School
- Financial benefits - if you wish as you have the option to fix the rate.

NEOSTYLUS[®]

Name of Session: Career Counseling + Psychometric Assess.

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Career Guidance based on Psychometric Assessment
- Students get clarity from confused state of mind to select right subjects.
- Are clear about their career path.
- Able to move towards the right direction in life and achieve their goals.

Duration: 2 Session – Group + One-on-One (Based of number of Students days increase)

Timing: 2 hours Group + 15minutes Individual

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Behavior Counseling

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Child Therapy
- Group Therapy
- Understanding why a certain behavior is unacceptable.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Coping with Stress and Anxiety

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Push to work hard and perform best.
- Learn how to handle stress.
- Learn how to handle anxiety.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Orientation for Parents

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Importance of Familiarizing
- Handle feedbacks from parents positively
- Learn to be a solutionist.
- Never take things personal.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Nurturing Child Confidence

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Fosters Empathy
- Self-Esteem and confidence building
- Increased resilience and grit
- Better interpersonal relationships and mental health

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Adolescent Issues

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Promotes attitudes of independence, responsibility, and risk avoidance
- Encourages students to care for their own health, sexuality, and reproductive lives, and those of others.
- Clears Confusion
- Helps parents understand how to handle the issues.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Good Attitude

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Adopt a growth mindset.
- Develop better relationships and social life.
- Practice mindfulness
- Positive outlook

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Ownership

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Have a sense of self-efficacy.
- Able to deeply engage in learning activities.
- Accept a sense of responsibility and control over their work environment.
- Develop creative freedom and personal satisfaction.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Empathy

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Helps students to see from a different person's perspective and support them in a unique way.
- Improves the capacity to communicate well with others.
- Become better learners, develop better understanding of concepts.
- Learn to read others more accurately, and show better social behavior.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Appreciating Differences

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Boosts self-esteem, and improves relationships, performance in studies, and work.
- Students feel confident and safe.
- Be willing to address inequality.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Gender Issues

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Changing gendered perspectives on the roles of women and men
- Countering gender-related stereotypes
- Creating a more equal society.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Integrity

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Raise awareness about integrity standards.
- Corruption prevention in the public sector.
- Learn to focus consciously on various areas including codes of conduct and ethics, conflict of interest, ancillary activities.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Teamwork

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Help students communicate with others.
- Increase their social skills and self-confidence.
- Help them to develop into happier adults.
- Learn important skills and life lessons.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Leadership Skills

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Learn the art of building relationships within teams.
- Defining identities and achieving tasks effectively.
- Accepts challenges.
- Learn the basic skills as a leader to lead a project or team.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Study Skills

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Students that start learning and practicing key study skills at the beginning of their degree will have more confidence, motivation, engagement and achieve more goals.
- Cope with life as an individual better.
- Handle situations responsively and with total ownership.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Assertive Skills

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Help students have a more accurate perception of their experiences.
- Empower them to deal with distressing situations such as bullying, inappropriate and upsetting behaviors directed at them or classmates, overwhelming instructions, or confusion about lessons etc.
- Able to say No when needed while having control over their emotions.
- Resolving the conflict in a calm manner.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Grooming

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Helps students understand the importance of hygienic lifestyle.
- Helps to maintain a healthy coat and skin.
- Consciously aware of dressing sense and its importance.
- Understand how grooming gives confidence.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Body Language

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Helps students express themselves using the correct gestures and physical cues.
- Helps connect with people better and avoid culture shock.
- Widens self-perspective and how others perceive.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Listening Skills

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Improves linguistic barriers.
- Makes one more empathetic towards their surroundings.
- Helps resolve conflicts better.
- Helps understand the situation mindfully.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Anger Management

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Helps students learn how to express feelings in a healthy way
- Cope with stress more effectively
- Improve relationships.
- Prevent unhealthy behaviors like misusing drugs or alcohol.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Disagreeing Amicably

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Develop the skill to perceive perspectives.
- Learn that disagreeing amicably helps build relationships.
- Helps others value and respect you.
- Helps students become more positive, productive, and kind, and less anxious and stressed.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Resolving Conflicts

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Helps children become more positive, productive, kind, less anxious and stressed.
- Helps improve communication and collaboration from an early stage in life.
- Personal growth and insight.
- Develop healthy relationships and commitment.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Respecting Elders & Taking Responsibility

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Self-confidence and inner strength.
- Accept challenges in life and handle them with ease.
- Understand the importance of commitment.
- Understand owning something gives strength and helps unveil latent talent.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Respecting Technology

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Understand the use and misuse.
- Save cost.
- Use technology towards one's growth and advantage in life.
- Mindful conscious enjoyment.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Importance of Money Management

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Helps students grow into adults who can achieve financial security and success.
- Helps understand the difference between earning, spending and saving.
- Makes them better money managers who're able to budget.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Campus to Corporate Programs

NEOSTYLUS[®]

Contents

1. Professional Conduct& Rules of Behaviour	77
2. Digital Etiquette.....	78
3. Dealing with Colleagues	79
4. Communication Style	80
5. Time Management.....	81
6. Understanding your Strengths and Weakness.....	82
7. Feedback.....	83
8. Creating and Setting Goals.....	84
9. Integrity.....	85
10. Business Email Etiquette.....	86
11. Business Socials.....	87
12. Telephone Etiquette.....	88
13. Business Networking.....	89

NEOSTYLUS®

14. Interpersonal Skills.....	90
15. Resume Writing.....	91
16. Group Discussions.....	92
17. IQ/SQ/EQ/AQ.....	93
18. Mock interview and Questions Asked.....	94
19. Business Meeting Etiquette.....	95
20. Creating an Action Plan.....	96
21. Creating a Five Year Plan.....	97
22. ESL - General English - L1/L2/L3/L4/L5.....	98
23. ESL - Spoken English.....	99
24. ESL - Writing Skills.....	100
25. ESL - Listening Skills.....	101
26. ESL - Reading Skills.....	102
27. ESL - Vocabulary.....	103
28. IELTS Preparation.....	104
29. Stress Management.....	105

NEOSTYLUS[®]

30. Motivation Session.....	106
-----------------------------	-----

Benefits for Schools/Institutes:

- Analysis Report Generated - Psychometric + Career
- Certificate to place in the reception - Advantage especially during New Admissions
- Memento for School/Institute
- Financial benefits - if you wish as you have the option to fix the rate.

NEOSTYLUS[®]

Name of Session: Professional Conduct & Rule of Behavior

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Understanding of Corporate Etiquette
- Understand the Ethic and culture accepted in workplace.
- Maintain a professional outlook.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Digital Etiquette

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Encourages proper behavior and the process of using technology.
- Help make the online world a decent place for themselves and others.
- Allows you to find, use & create info online in a productive & useful way.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Dealing with Colleagues

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Develop better problem-solving skills.
- Build social skills like empathy and social understanding.
- Encourage positive work ambience and collaboration.
- Healthy relationships and increase in productivity.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Communication Style

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Improves ability to inform, build trust and relationship.
- Boosts confidence and persuasive skills.
- Improves professionalism and helps in career development.
- Mitigated conflicts while great employee engagement.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Time Management

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Enables you to achieve your goals.
- Prioritize work.
- Reduces Stress Levels
- Become work efficient.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Understanding Strengths Weakness

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Allows you to identify opportunities for growth and expansion.
- Find ways to improve yourself.
- Learn to take feedbacks with a positive perspective.
- Become work efficient.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Feedback

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Learn to give negative feedback positively.
- Learn to take feedbacks positively.
- Make feedback an opportunity to learn and progress.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Creating and setting Goals

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Focus and create a set of achievements during a specific time
- Focus your time and resources more efficiently.
- Brings clarity, direction and purpose.
- Increased task performance, persistence, and motivation

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Integrity

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Raise awareness about integrity standards and corruption prevention.
- Gain trust in corporate.
- Helps reduce socio-economic inequalities and supports environmental sustainability goals.
- Increased task performance, persistence, and motivation

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Business Email Etiquette

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Make the best possible impression on existing business contacts and customers.
- Gives professional look to emails.
- Build rapport with organizations.
- More likely to get positive response.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Business Socials Etiquette

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Creates a professional, mutually respectful atmosphere and improves communication.
- Makes you a more pleasant person to be around, both socially and professionally.
- Promotes business growth.
- Enhances impression.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Telephone Etiquette

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Builds the trust of the potential customers.
- Facilitates communication and ensures that information flows smoothly and accurately.
- Creating a positive and lasting first impression.
- Providing clear and concise communication assists with customer satisfaction.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Business Networking

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Build relationships and strengthen connections.
- Helps gain access to new customers.
- Improves social skills and self-confidence.
- Learn how to get access to opportunities.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Interpersonal Skills

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Better camaraderie and work well with others.
- Gives the skills that are needed to build and foster empowering relationships.
- Self-awareness.
- Influence others.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Resume Writing

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Transform your resume into a powerful tool.
- Tell your story with flawless editing.
- Develop confidence, resilience, and occupational awareness.
- First Impression to give to your employer.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Group Discussion

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Promotes involvement of participants.
- Promotes a deeper understanding of a topic and increase long-term retention.
- Represent their views and ask the questions.
- Increases the confidence of a candidate and enhances their communication skills.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: IQ/EQ/SQ/AQ

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Build relationships, reduce team stress, defuse conflict and improve job satisfaction.
- Manage the ups & down, emotional traumas effectively with neutral approach in understanding the situations of life.
- Effective skills of a Leader.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Mock Interview & Questions Asked

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Get constructive feedback.
- Boost your confidence.
- Preparing for behavioral based questions.
- Reduce stress and anxiety.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Business Meeting Etiquette

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Create a professional, mutually respectful atmosphere and improve communication.
- Increase productivity.
- It generates a base level of mutual respect.
- Improves business image.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Creating Action Plan

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Helps you get a framework for thinking about how you'll complete a project efficiently.
- Helps you finish activities in a sensible order.
- Helps you ensure that you don't miss any key steps.
- Spelling out the steps of your business will take, helps you to focus to achieve its financial and sales goals.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Creating a Five Plan

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Group

Benefits (Key Learning Concepts):

- Learn how planning provides a guide for action.
- Learn resource utilization.
- Learn to set performance standards.
- Generate efficiency by circling around performance.

Duration: 1 Session

Timing: 1 hour

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: ESL-General English L1/L2/L3/L4/L5

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Be able to follow instructions given in English.
- Develop confidence to speak in English in Business, Commercial and Administrative environment.
- Engage in an activity directly related to work & influencing the quality of work.
- Improve relationship with others at work by using English to communicate.

Duration: 3 Months – twice a week

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: ESL – Spoken English

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Understanding how to communicate regarding day-to-day speech.
- Knowing the power of words and using them effectively
- Developing confidence to speak in English and communicate effectively.
- Be able to follow office/ work ambience etiquette while communicating with seniors and colleagues.

Duration: 3 Months – twice a week

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: ESL – Writing Skills

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Learn how to communicate in writing.
- Understand the use of punctuation in writing and words used.
- Learn to use grammar, tense, and vocabulary correctly.
- Be able to communicate effectively with confidence.

Duration: 3 Months – twice a week

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: ESL – Listening Skills

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Focus more intensely to assimilate information and understand different topics better, and to then remember more details from what you've learnt.
- Learn to be an active listener and alert after understanding the importance of the Listening Skills
- Knowing the power of words and using them effectively
- Learn to understand the context before answering any questions.

Duration: 3 Months – twice a week

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: ESL – Reading Skills

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Engage curious parts of your brain.
- Improve your comprehension and analytical skills.
- Grow as reader, speaker and independent thinker.
- Build vocabulary, learn about the world, and understand complex concepts.

Duration: 3 Months – twice a week

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: ESL – Vocabulary

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Improve all areas of communication skills.
- Develop faster comprehension skills.
- Communicate better and understand others communication.
- Build relationships with seniors and professionals.

Duration: 3 Months – twice a week

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: IELTS Preparation

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Understand IELTS Test Pattern.
- Practice all four skills.
- Gain confidence to attempt the exam.

Duration: 3 Months – twice a week

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Stress Management

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Understand that stress is a positive, unavoidable part of everybody's life.
- Focus on the need, and importance of stress management.
- Live a more relaxed lifestyle and prevent stress-related illnesses.
- Control the stressors in life through the development of a personal stress-management plan.
- To plan and live a 'Tomorrow – with a Difference'!

Duration: 3 Months – twice a week

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]

Name of Session: Motivation Session

Name of Trainer: Punam Agarwal

Session Objective: Empower the Student

Group/One-on-one: Both

Benefits (Key Learning Concepts):

- Empowerment
- Encouragement
- Confidence
- Increased productivity

Duration: 1 Session

Timing: 1 hour each session

Mode: F2F / Online

NEOSTYLUS[®]