



International Institute of Training & Management

Helping You Succeed In Life



Modern English Academy,
Barrackpore



United India Insurance Co.Ltd.



Adani Wilmar Ltd. Haldia



IDBI Bank, OJT at RTC, East



Finishing School @ BIET, Suri



Indian Oil Management Academy, Haldia

Life Skills Training for Schools Colleges Corporates



TATA Projects Ltd. Kolkata

INTRODUCTION

GENESIS

A Dream, a Passion for Excellence, a Vision. A coincidental opportunity to work together combining Experience and Youth, and gave birth to the vision of improving the lives of people. Today, a combined experience of over 20 years in the field of education, training and research, has brought about the genesis of IITM..

IITM has looked into the system of education and has gathered different perspectives. A significant problem confronting our educational system is the focus on memorizing factual material instead of understanding ideas and concepts. Testing, for example, is used as the basis to determine whether a subject matter has been adequately covered. In general, this approach does not determine how much knowledge has been retained, or for how long. The moment that a test is over, forgetting begins.

IITM has also observed that students arranged in small groups can make decisions about actual problems. Learning takes place based on the actions that result from the students' decisions. Learning is further enhanced when there is interaction and collaboration among students.

Most importantly, in this complex world, we need creative problem-solving skills. Critical thinking and the ability to focus on important issues need to be top priorities. In order to increase creative potential in education, we need to emphasize "mind-expanding" experiences. We need to encourage inquisitiveness and a willingness to develop new approaches to problem solving.



The job requirements have been constantly changing and today a gap has developed between skills required by the industry or institutions and the skills developed in students through the present education system. IITM, with its panel of professionals from the corporate world, seeks to bridge this gap.

Keeping in mind the areas of improvement, IITM endeavours to create solutions and provide educational logistics to bring about a constant positive change towards building a better future for the society, country and world.

IITM through its project Swabhimani targeted at spreading education & empowering women, promoting social business projects, providing employment enhancement vocational training & ensuring environment sustainability projects can support & aid corporate in meeting their CSR initiatives.

IITM believes that the root of learning is being curious and able to wonder.
IITM believes in education that supports openness and questioning.
IITM believes in the application of knowledge.

LIFE SKILLS FOR CORPORATES (Indoor & Outdoor)

The dual challenges of competing in a world market and rapid technological advancements have necessitated a redesign of the workplace into an innovative work environment known as the high-performance workplace. This environment requires a behaviour and orientation toward work that go beyond step-by-step task performance. It expects workers at all levels to solve problems, create ways to improve the methods they use, and engage effectively with their co-workers.



**Project Management Training at Shriram EPC, Kolkata,
by Supriya Chatterjee**

Our Life Skills Training programmes are customized according to the needs at different levels of an organization.

The modules can generally be categorized as follows:

- **Team work**
- **Leadership Skills**
- **Stress Management**
- **Time Management**
- **Interpersonal Skills**
- **Improving Listening Skills**
- **Performance Management**
- **Emotional Intelligence**
- **Business Communication**
- **Balancing Work and Personal Life**
- **Telephone & email Etiquettes**
- **Selling and Negotiation Skills**
- **Understanding Body Language**
- **Presentation Skills**
- **Personal Grooming**
- **Customer Care**
- **Campus to Corporate**
- **Pre-Retirement Training**

The methodology used in our training programs is experiential learning. This includes – role plays, learning through games and activities and experience sharing in the interactive workshops.

IITM CSR Initiatives

IITM has committed itself and aspires to work towards fulfilling its social responsibility by contributing through various projects, catering to the needs of the underprivileged members of society. Through our focused training services, we will be able to make small but significant change in some spheres of the life of the people we address.

Corporate who are willing can also contribute to the cause by being our valuable partners & collaborators towards ensuring social equality, growth and development.

1. **Project – Swabhimanini** [targeted at helping spreading education and empowering women]:
 - a. To start a chain of regular training programs in collaboration with the local bodies in rural India with standard modules & set delivery standards.
 - b. Also train a team of trainers from among local capable womenfolk who would carry forward the project for empowering women in rural India.
 - c. Training includes communication skills, basic sciences & mathematics, childcare, health and hygiene, common home treatments, laws & rights.
2. To Promote social business projects:
 - a. To teach women groups to manufacture low cost sanitary napkins
 - b. Pickling & ghee making
 - c. Bamboo & woodcraft
 - d. Incense Stick, candle manufacturing
 - e. Rakhi making, embroidery
3. To provide employment enhancing vocational training:
 - a. Teach 2 wheeler maintenance with certification from manufacturers
 - b. Teach maintenance of house hold equipments like motor pumps, CFL lamps, washing machine, Mixer grinder, digital camera, Induction plate
 - c. To provide training on LED bulbs and tubes manufacturing and harnessing solar energy
4. Ensuring Environment Sustainability :
 - a. Water harvesting
 - b. Using non conventional energy resources
 - c. Organic fertilizer manufacturing through recycling of rural waste
 - d. Training on processing water to make it potable



We will take up all such activities under our non profit wing – **SARTHI** (Scientific Approach to Rural Technology and Health Initiative and charitable Society) – founded in 2008. There could be many more similar activities developed over a period of time to cater to the needs of the society.

Bright mindS- the School Programme

The **World Health Organization** and **UNICEF** have both accepted and decreed **life skills** as an **integral component of quality education**. It is recognized as a **basic learning need for all children and youth**.



Future Scope Session at Gulmohur High School, Jamshedpur

In fact, WHO recommended a module comprising ten life skills – *stress management, problem solving, communication skills, emotions management, creative thinking, self-awareness, interpersonal skills, empathy, decision making, and critical thinking* – to every school worldwide to incorporate into the mainstream academic curriculum. (Source: Education World, October 2005).

UNICEF too defines life skills, catalogues studies that have evaluated skills-based programmes, and provides practical tools and materials for schools to introduce life skills education into their curriculum. (Source: www.unicef.org/lifeskills).

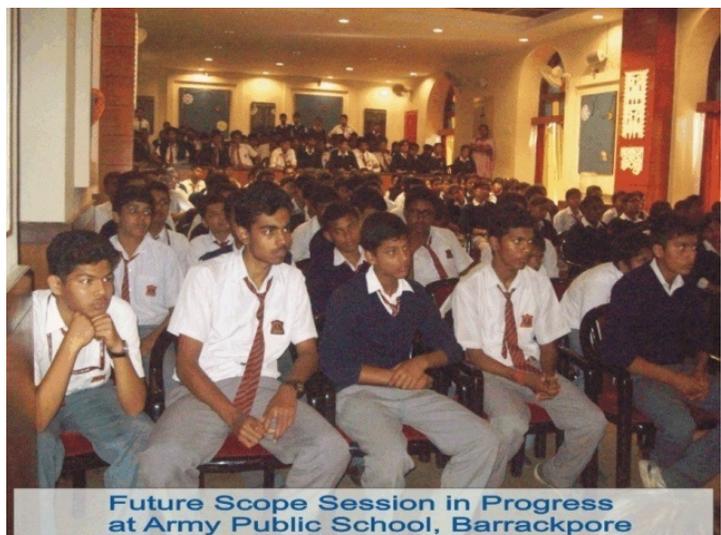
Our years of experience in working and consulting with different corporate as well as providing Training solutions to different organizations and institutions has enlightened us with the needs of the professional world. There is a need for positive and adaptive behaviour that enable individuals to deal effectively with the demands and changes of everyday life.

Life skills training at the school level has its significant advantages. It is when individuals are in school that life skills can be best imparted them. In fact, we rather believe in the Latin word “educare” from which the word “education” has been derived. It means, “to lead out.” Skills are there in every individual which are to be drawn out and polished. Once there is awareness, there is improvement. Life skills not only help students prepare themselves for a better future but also help in improving their performance in academics! The reduced stress level, positive outlook and ability to draw action plans and achieve goals help them to bring about a better performance in their examinations as well!

Keeping that in mind we have, over **7 years** of research, developed a workshop mode, which is a continuous learning process; Named “**BRIGHT MINDS**”; it is a programme to sharpen the minds.

Exercising the mind makes it sharp. One becomes more creative. One thinks positively and therefore the amount of stress gets reduced. *Just as physical exercise makes the body strong, “Bright minds” creates a stronger mind!*

“**Future Scope**” a session for senior school students giving them a glimpse of various career opportunities available today, some common ones some very un-common ones, the options and opportunities today are varied and one must know these to select the one that is best suited for them.



Future Scope Session in Progress at Army Public School, Barrackpore

Young Executive Programme / Pre-Placement Training

Employability skills are transferable core skill groups that represent essential functional and enabling knowledge, skills, and attitudes required by the 21st century workplace. They are necessary for career success at all levels of employment and for all levels of education.

What skills do employers want? How do these skills match those that youth and adults are developing through their college studies and experiences? How can education and training programmes prepare individuals to enter a rapidly changing workplace? These and other questions are continuously examined by our team of professionals. We explore skills currently needed for employment. We have been investigating, for the last couple of years, the evolving topic of employability skills.



Highly skilled, adaptive blend of technical and human relations ability are recognized by employers as the primary competitive edge. Job-specific technical skills in a given field are no longer sufficient as employers scramble to fill an increasing number of interdependent jobs. Many experts point out the importance of continuously developing skills beyond those required for a specific job, and they identify employability skills that enable individuals to prove their value to an organization as the key to job survival.

Based on our research on the present industry standards and requirements, we have developed **IEP – International Executive Programme**. The programme covers the necessary aspects required to successfully develop employability skills towards better chances of getting employed and performing well in the workplace.

This program is designed for 4 years and is suitable for BTEch/ BE, MBA/ MCA BBA/BCA students. The training workshops are generally conducted in-campus. With VIDEO feedbacks to the students on their personal performance and corrective measures needed.

Skill groups emphasised in this programme are as follows:

- | | |
|---------------------------------------|---------------------------------------------------------|
| (1) Basic Competency Skills | reading; writing |
| (2) Communication Skills | speaking; listening |
| (3) Presentation Skills | giving proper presentations, improving body language |
| (3) Adaptability Skills | problem solving; thinking creatively |
| (4) Developmental Skills | self-esteem; motivation; goal-setting; career planning |
| (5) Group Effectiveness Skills | interpersonal skills; teamwork; negotiation |
| (6) Aptitude Tests | types of questions,+ IOGAT online practice tests |
| (7) Group Discussions | understanding GD; mock GD |
| (8) Personal Interviews | about PI; mock PI |

ASSESSMENTS / Placements

EMPLOYABILITY SKILLS ASSESSMENT

Assessments provide each candidate with the opportunity to understand the level of skills they possess.

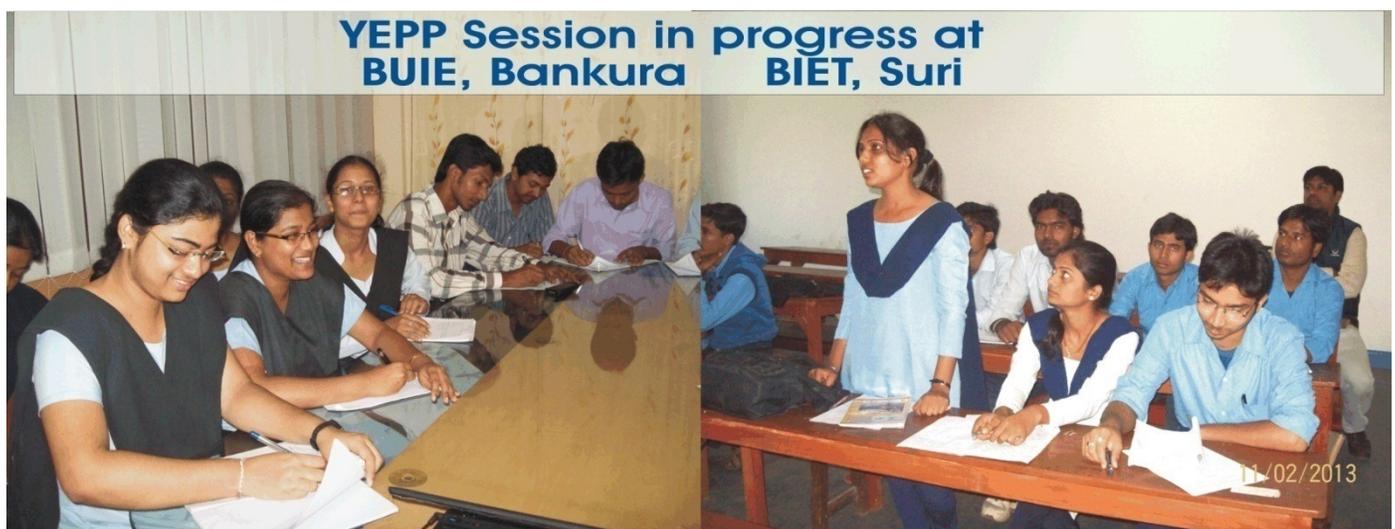
School Assessments are customized to provide information on areas of improvement in Aptitude and Life skills. College Assessments are customized to help Institutions gather information about the employability potential of the candidates. Such Assessments also give proper practice to candidates before appearing for selection processes during campus placements.

Placement Services:

The best investment a company can make is in their Human Resources. After all the success of an organization ultimately depends upon it. We are a Placement Consultants in Kolkata. Our excellence is in providing highly qualified and experienced professionals for Senior, Middle and Junior Management Level. Our specialization is in understanding company needs, and providing candidates with relevant experience and skills to meet your needs. Our mission is to recruit responsible people in respect of vacancy and company needs. We partner you in this endeavour for providing professionals. Our Recruitment Process includes:

1. Understanding the Job Vacancy
2. Understanding the Company and its industry type.
3. Short listing Candidates based on skills, experience and salary budget.
4. Coordinating and scheduling interviews
5. Follow up with candidates till they join the company.

We also provide placement assistance / services to our students & colleges



COMPANIES SERVED

Some of the organisations where our team of trainers have imparted training are:

- Indian Oil Corp.
- United India Insurance Co.Ltd.
- TATA Projects Ltd.
- Family Health Plan (TPA) Ltd
- REED (Nepal)
- Adani Wilmar
- Ceratizit • OTIS
- Olympus Medical Systems
- Connectiva Systems
- Ion Exchange
- Infovision software (P) Ltd.
- Rebeca Systems
- Anand Rathi Securities Ltd.
- Precision Automobiles
- Tulip IT Services
- Global Telecomm Ltd. • Mfar Constructions Pvt.Ltd.
- Innovative Automobiles • CapGemini • Eureka Forbes
- Airtel • CTS • Ashiana Housing • Zensar Technologies Ltd.
- Cadbury • Lafarge Cement • CRPF
- IDBI Bank • Net Link
- Acclaris Business Soln. • Central Cottage Industry etc.



Participants from REED, Nepal during Teacher's Training Program

+ Several Engineering Management Colleges like- American Tesol Institute, Weighan & Leigh College, BIET, BUIE, BCET, BCREC, HIT, RVSCET, IIIT etc)

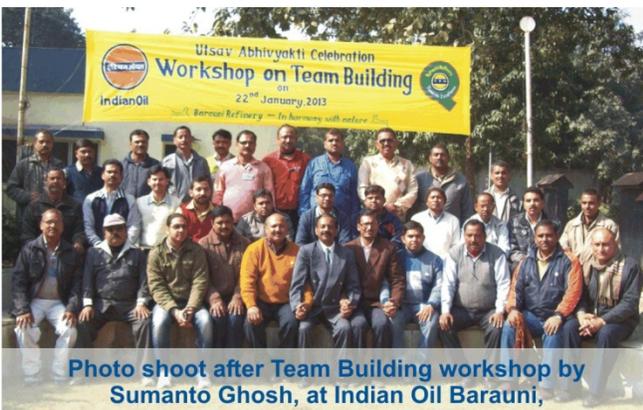


Photo shoot after Team Building workshop by Sumanto Ghosh, at Indian Oil Barauni,



A session in progress at United India Insurance Co. Ltd. at RTC (East) by Sumanto Ghosh

✂ Check our website for the names of many more clients served ✂

- For more pictures of various recent workshops check our **Facebook** page
- For videos of some of the training activities check our **YouTube** channel