



BEN ACADEMIA

ONE STEP AT A TIME

Training Program Syllabus

Duration: 3 Months

Week 1-2

Part 1: Communication Skills

- ▶▶ **Understanding Effective Communication:** Emphasize both verbal and non-verbal cues.
- ▶▶ **Active Listening and Constructive Feedback:** Incorporate role-play exercises for practical application.
- ▶▶ **Overcoming Communication Anxiety:** Introduce mindfulness techniques for confidence-building.
- ▶▶ **Written Communication:** Include email etiquette and professional writing skills.
- ▶▶ **Presentation Mastery:** Focus on storytelling and audience engagement techniques.

Part 2: Self-Discovery and Purpose

- ▶▶ **Self-Exploration Practices:** Utilize personality assessments and reflective exercises.
- ▶▶ **Unveiling Personal Strengths:** Encourage peer feedback and self-assessment tools.
- ▶▶ **Values and Success Definition:** Connect personal values to career aspirations.

Part 3: Personal Development Plan

- ▶▶ **Goal Setting:** Employ SMART (Specific, Measurable, Achievable, Relevant, Time-bound) objectives.
- ▶▶ **Progress Monitoring:** Introduce tools for tracking personal growth.

Week 3-4: Public Speaking

- ▶▶ **Anxiety Management:** Introduce relaxation techniques and gradual exposure.
- ▶▶ **Speech Structure:** Include storytelling frameworks and impactful openings/closures.
- ▶▶ **Engaging the Audience:** Incorporate interactive elements and Q&A sessions.
- ▶▶ **Practical Sessions:** Record speeches for self-evaluation and peer feedback.

Week 4-5: Teamwork

- ▶ **Cultivating Collaboration:** Role-based team projects for practical application.
- ▶ **Trust Building:** Team-building exercises and trust-building activities.
- ▶ **Conflict Resolution:** Real-life case studies for diverse conflict scenarios.
- ▶ **Diversity and Inclusion:** Incorporate sensitivity training and cultural understanding.

Week 6-7: Problem Solving

- ▶ **Critical Thinking Skills:** Engage in real-world problem-solving scenarios.
- ▶ **Decision-making Processes:** Simulations for ethical decision-making.
- ▶ **Creative Solutions:** Brainstorming sessions and creativity exercises.
- ▶ **Resilience Training:** Strategies for bouncing back from setbacks.

Week 8-9: Time Management

- ▶ **Exercises & Tools:** Utilize time-tracking apps and personal planners.
- ▶ **Prioritization Techniques:** Hands-on exercises for task prioritization.
- ▶ **Procrastination Handling:** Behavioral techniques and time-blocking strategies.
- ▶ **Workload Balancing:** Stress-management workshops and workload assessment.

Week 10: Conflict Management

- ▶ **Conflict Identification:** Role-play exercises for recognizing various conflict types.
- ▶ **Resolution Strategies:** Negotiation workshops and mediation simulations.
- ▶ **Effective Communication:** Active listening exercises and empathetic communication models.

Week 11: Personal Development

- ▶ **Interview Skills:** Mock interview sessions with personalized feedback.
- ▶ **Self-Management Techniques:** Mindfulness practices and stress management tools.
- ▶ **Productivity Enhancement:** Time-saving strategies and focus improvement methods.
- ▶ **Adaptability Building:** Resilience workshops and adaptability drills.

Week 12: Career Guidance

- ▶ **Self-Assessment for Careers:** Career assessment tools and personality-job fit assessments.
- ▶ **Networking and Development:** Role-playing networking events and industry-specific seminars.
- ▶ **Resume Building & Job Searching:** Resume workshops and job market insights.

Week 13: Customized Learning

- ▶ **Tailored Support:** Individual mentoring sessions based on student needs.

THIS REFINED SYLLABUS AIMS TO BALANCE THEORETICAL KNOWLEDGE WITH PRACTICAL APPLICATION, ENSURING HOLISTIC PERSONAL DEVELOPMENT THROUGHOUT THE 3-MONTH PROGRAM AT BENACADEMIA.