



# The Excellence Drive Academy

Be . Brighter . Braver . Bolder - Be Excellent!

Date :

To

Jaya Group of Institutions,  
Chennai

Respected Sir,

**Subject: Proposal for Placement Training**

Greetings from The E.D. Academy!

We are honoured to have this opportunity to discuss the proposal for placement training in your esteemed institute.

We are a team of highly experienced trainers who have worked with various institutes and corporate companies. We intend to share our knowledge with the growing population of students as undoubtedly they are the seed on which our nation grows. This training would help create a bridge between the adolescent college environment and the highly competitive professional world.

We have selected the modules after much evaluation - to assist students to discover their potential and to highlight their skills in the best light. Please find details in the following page.

Thanks and Regards,  
Dona Tresa Francis

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## Proposal for Placement Training

**Duration:** 60 hours (10 sessions of 6 hours each)

### Objectives:

The main intention of the ED Academy is to help nurture students and we focus on a few key areas -

- To build confidence in students – this is undeniably the most important aspect of professional success.
- To develop leadership, constructive attitude, values and ethics.
- To develop communication skills with improvement in spoken and written English as well.
- To develop social and business etiquettes.

### Training Methodology:

To have maximum impact on students we follow the following three approaches -

- Direct Method - personal approach through limited class strength, promoting individual attention.
- Interactive Method – through Case studies and Ice breakers.
- Exploratory Methods - through practical sessions, creativity workshops and self-assessment.

### Training Module:

The training modules can be classified in the following headers; each module is extensive and can be focused independently based on the students' requirement -

- Logical thinking and Aptitude
- Leadership skills
- Team Spirit
- Values and Ethics
- Social and Business Etiquettes
- Attitude
- Speaking, Writing and Reading skills
- Reading comprehension
- Conversational grammar
- Email etiquette
- Presentation skills
- GD and Debates
- Geo-Political Awareness
- Goal Setting and Time Management
- Interview Skills + Mock Interview