

VIDYA SANSKAR



FINISHING ACADEMY

FOR WOMEN

“ Right now you are one choice away from a new beginning – one that leads you towards becoming the fullest human being you can be. ”

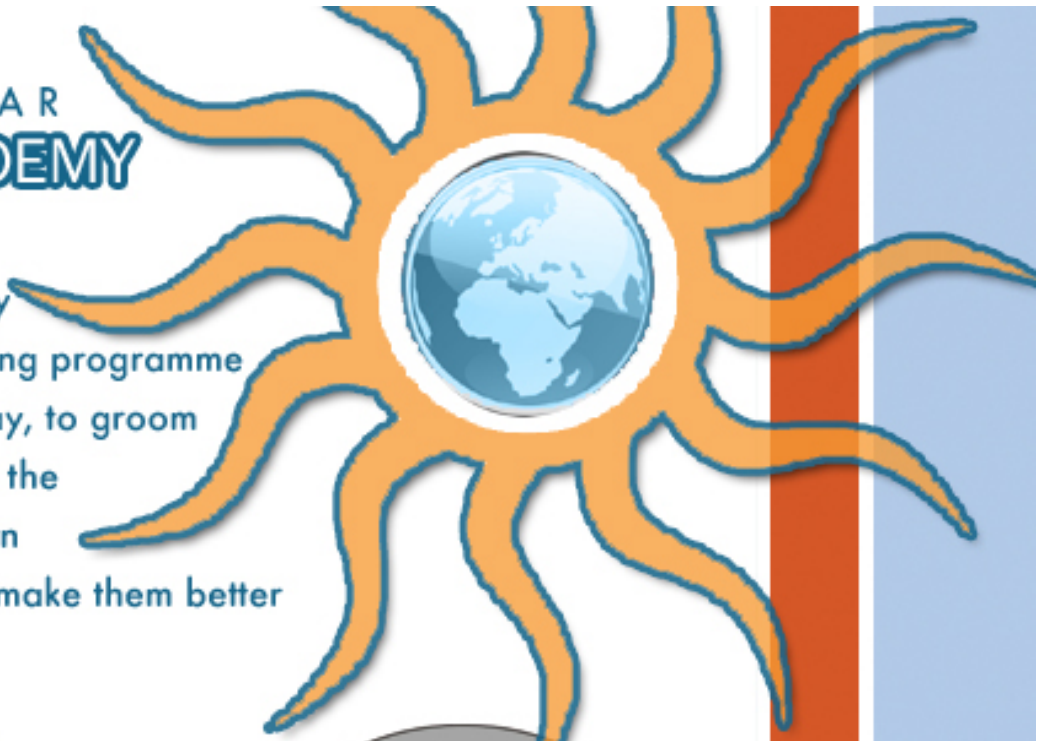
Website:
www.vidyasanskar.com/academy

Email:
info@vidyasanskar.com



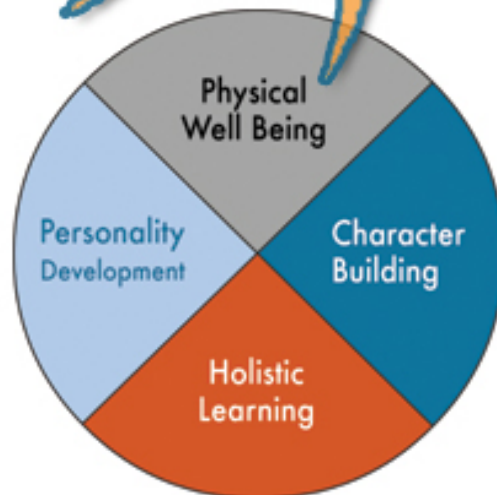
VIDYA SANSKAR FINISHING ACADEMY FOR WOMEN

A three month personality development and grooming programme for young women of today, to groom them for life and to learn the sophistication of a modern world, polishing them to make them better citizens of our world.



CORE MODULES

1. Enhancing Personality
2. The Art Of Communication
3. Managing Oneself
4. Computers And Internet
5. Activities And Sports
6. Appreciating Values



**Nurturing Talent and Harnessing Inner Potential
TO GROOM BETTER CITIZENS FOR OUR WORLD**

Academic Infrastructure

- Well Stocked Library
- Computer Facilities
- Art, Craft, Music and Dance
- Excellent Sports Facilities
- Audio - Visual Room
- Medical Centre
- Hostel for girls

Sports

- Aerobics • Athletics
- Badminton • Basketball
- Chess • Football
- Billiards & Snooker • Cricket
- Gymnastics • Horse Riding
- Lawn Tennis • Squash
- Swimming • Table Tennis
- Volleyball
- Yoga & Meditation

Our Mission

To nurture knowledgeable and ethical, sincere and compassionate, responsible and confident leaders of the global community who contribute positively to the common good.

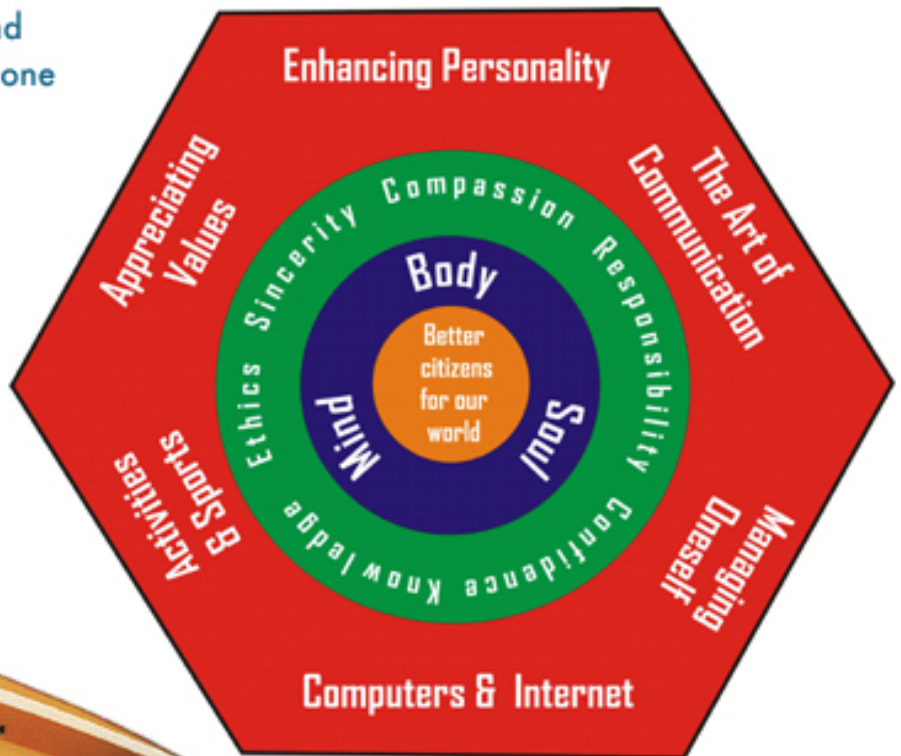
A great all-round programme that covers all main practical knowledge for your life ahead and at the same time providing a valuable personality building exercise with solid foundation for a job oriented lifestyle.



The School was inaugurated by Mr. Bhairon Singh Shekhawat, Hon'ble Vice President of India on the auspicious day of Basant Panchami on 2nd Feb 2006.

What is the correct
etiquette at the office,
at the table,
at home?

How to interact with
others? How to be a
well-mannered,
polished and
knowledgeable
person who is
admired and
respected by one
and all?



VIDYA SANSKAR
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Who should attend our finishing school academy?

We've designed the programme to benefit young ladies in their:

- Professional Life
- Marriage
- Quest for Challenges
- Desire to unleash their own potential

We are nurturing the dreams of today's youth, their hopes and aspirations. Building a purely noble character to assume world significance.



"Create the highest, grandest vision possible for your life, because you become what you believe."

Learn the power to keep things under control. Gain knowledge that will help you live smarter. Learn Behavioural Communication that gets people what they want quickly. Jump start to living smarter. Learn how to manage intellectual needs, social and emotional needs. Communicate through email, voicemail and meetings.

VIDYA SANSKAR FINISHING ACADEMY FOR WOMEN

Whatever your priorities are, it is always worthwhile to invest your time in improving yourself. Vidya Sanskar Finishing Academy offers programmes for young ladies run by experienced professionals who will share the secrets of their success, describing in detail, how to handle home and professional life.

Our Teacher Trainers and Consultants have vast experience and huge knowledge of handling difficult real life situations, and have faced various challenges in life. That's why, we are offering you a range of learning and skills that will improve your personality, attitude and knowledge in the years ahead.

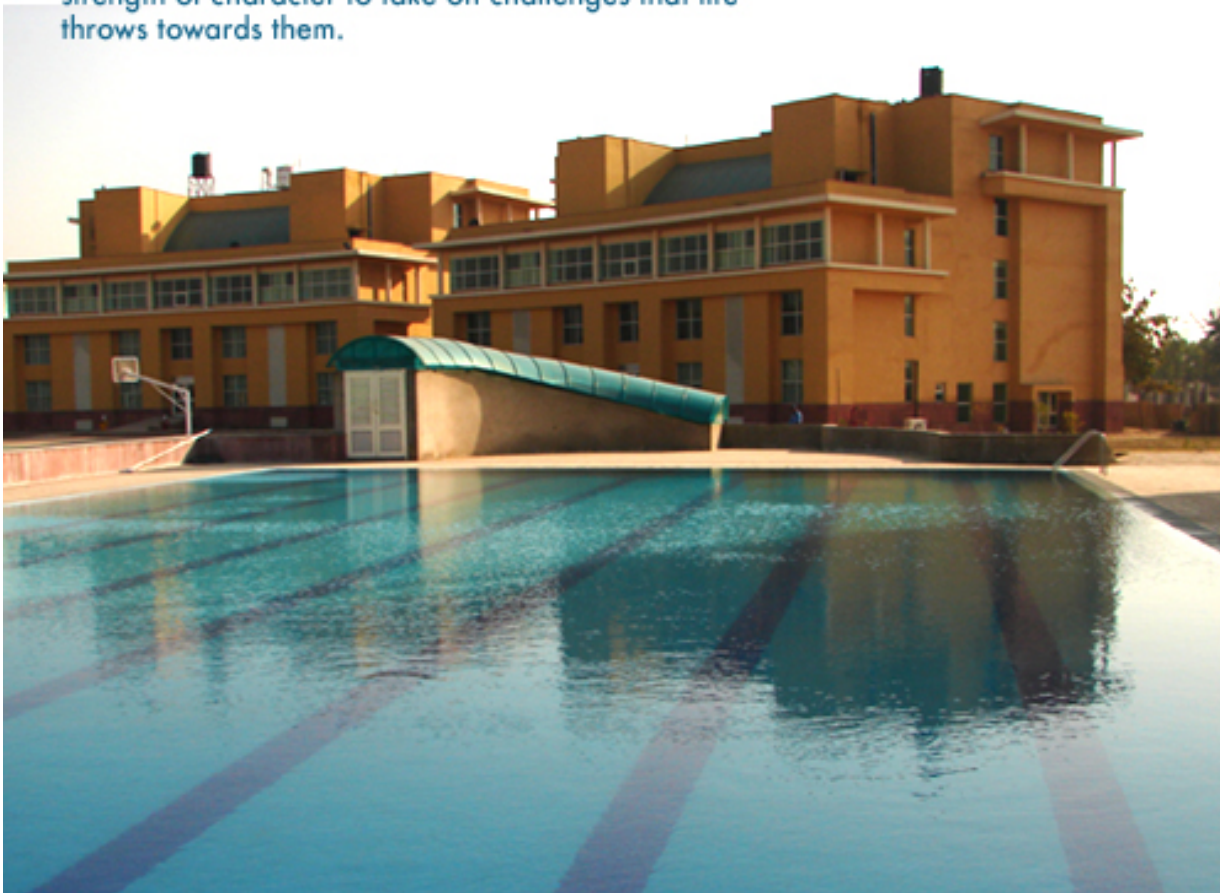
Our students will be well polished, groomed and sophisticated personalities, with excellent conversation skills. Students will become good home makers makers who appreciate values and live a happy life.

Its not about being an extrovert or beautiful, its about becoming a complete person, an individual with a strong and pleasing personality, empowered with strength of character to take on challenges that life throws towards them.

This is the age of sophistication, in a world where people have strong personalities and want to put forward their best.

Business and social life is also transforming itself in this information age. Individuals have to learn to manage their life, family and work.

Our Finishing Academy is about becoming smarter, stronger, more sophisticated and stylish to make your life more fulfilling and rewarding.



MESSAGE FROM THE CHAIRMAN



H.E. Mr Amolak Rattan Kohli
Former Governor of Mizoram
Chairman, Vidya Sanskar

The Former Governor of the State of Mizoram in North East India, Mr Amolak Rattan Kohli is the first graduate from the prestigious Indian Institute of Management (IIM), Kolkatta, and a Masters in Chemistry from Kurukshetra University. With wide corporate experience in various fields, Mr. Kohli is respected as an educator and human resource trainer who has been involved in the establishment of various educational institutes and programmes.

Dear Diligent Friend:

Our mission is to empower women. We want to create better citizens who are knowledgeable, ethical, sincere, compassionate, responsible and confident of their rights and responsibilities towards our world.

My academy is committed to create personalities that can dream, imagine, collaborate, invent and experiment. Despite a good heart and a person must also know how to behave, how to talk and how to conduct oneself in society.

Correct Manners will help you cultivate a good bearing, developing an impressive personality and pleasant manners that will help you go a long way and finally up the ladder of success.

We'll be happy to have you with us on this principle.

Best Wishes.

Amolak Rattan Kohli



CORE MODULES

1. ENHANCING PERSONALITY

- **Transforming Self and Image**
 - Understanding and Defining Purposeful Living
 - Strategies for Purposeful Living
 - Achieving Aspirations
 - Understanding Balance in Work and Life
 - Realizing Responsibility ◦ Risk Taking
 - Handling Fear and Failure
 - Enhancing Communication ◦ Positive Interaction
 - Building up Self-confidence and Self-esteem
- **Social Etiquette and Grooming**
 - Understanding Social Etiquette
 - The First Impression – Personal and Professional
 - Welcoming Guests ◦ Conversing with Ease
 - Cell Phone Etiquette – at Private and Public Places
 - The Art of Selecting and Presenting Appropriate Gifts
 - Appreciating Basic International Customs and Traditions
 - Protocol for International Travel



2. THE ART OF COMMUNICATION

- **Spoken and Written English**
 - Understanding and Improving Formal and Informal Communication
 - Improving Business Communication - Email, Fax, Memos & Reports
 - Proper Pronunciations – Cuisine, Names and Places
 - Preparing for IELTS, TOEFL and other English Language Exams
- **Vital Skills**
 - The Art of Conversation ◦ Effective Public Speaking
 - Presentation Skills ◦ Communicating for a Positive First Impression
 - Greetings, Introductions and The Art of Talking/Speaking
 - Conversation Do's and Don'ts
 - Extending and Handling Compliments
 - Attentive Listening ◦ Extempore Debate
 - Discussions with Experts ◦ Networking ◦ Follow-up
- **The Power of Voice**
 - Understanding and Improving Speech Patterns
 - Voice Modulation - Clarity, Volume and Tone
 - Exercises in Speech, Enunciation & Diction

CORE MODULES

3. MANAGING ONESELF

- Understanding Management

- Basics of Management

- Planning
- Organizing & Coordinating
- Implementation
- Evaluation and Control

- More on Management

- Leadership
- Managing Time
- Managing People
- Managing Careers
- Managing Relationships
- Managing Anger, Stress and Anxiety at Work places



- Cooperation Versus Competition

- Realizing Responsibility

- Resolving Conflict

- Negotiations



4. COMPUTERS AND INTERNET

- Computer Systems and Information Management

- Fundamentals of Information Technology

- Practical Computer Skills

- Using the Computer, Windows and Managing Files

- Word Processing, Spreadsheets and Presentations

- Database, Desktop Publishing and Webpage Creation

- Basic Concepts of Communication Technology

- Internet, Information and Communication

- Computer Viruses and Prevention of Data

- E-Shopping and Cyber Networking.

CORE MODULES

5. ACTIVITIES AND SPORTS

Outdoor Sports Activities include: Tennis, Swimming, Volley Ball, Basketball, Football, Cricket, Hockey, Net Ball, Horse Riding, Jogging, Karate and Self Defense.

Indoor Sports Activities include: Table Tennis, Carom, Chess, Yoga, Meditation, Gym, Aerobics and Strength and Endurance Gaining.

6. APPRECIATING VALUES

- Appreciating Values

- o Principles and Values:
 - o Social, Political, Economic, Religious and Cultural
 - o Diversity in Values
 - o Traditional Indian Values - Vidya and Sanskar

- Enlightened Global Citizenship

- o Understanding the Challenges of Globalization
- o Appreciating Pluralism and Multi-Ethnicity
- o Citizenship in the Global Village
- o Unity in Diversity - Managing Differences
- o Challenges of the 21st Century

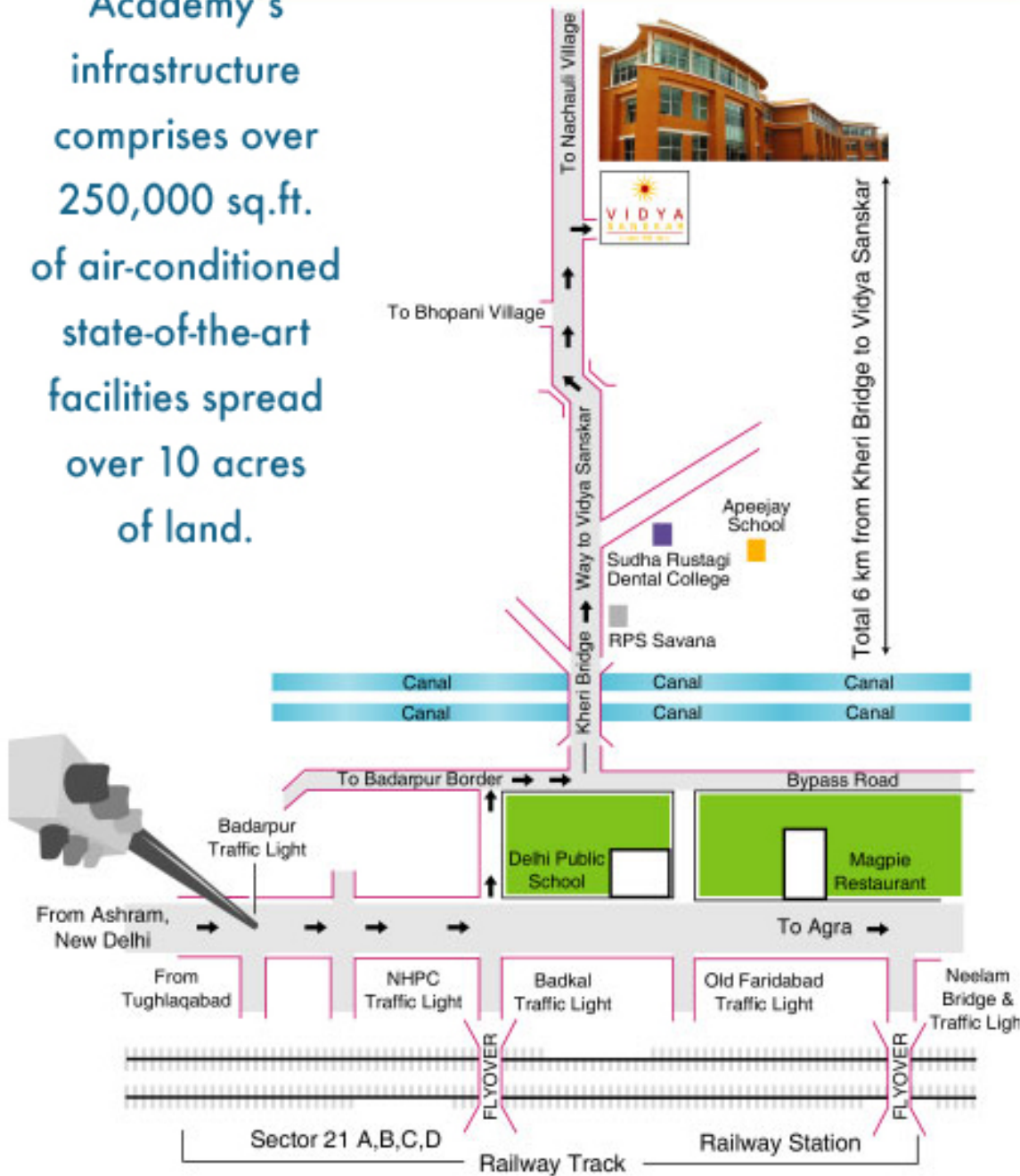
Please Note:

1. The curriculum will be supported by practical exposure including lecture-demonstrations, field trips, interactive sessions and audio-visual aids wherever relevant.
2. Guest Lectures will be conducted by eminent personalities.
3. Food preparation modules will be for vegetarian dishes only.



Location Map

Academy's infrastructure comprises over 250,000 sq.ft. of air-conditioned state-of-the-art facilities spread over 10 acres of land.



**Campus Address: Village Bhopani,
Faridabad - 121002, Haryana, India**
Admission Enquiries: 10.30hrs to 16.00 hrs.
Telephone: +91-129-220-1095/96/99
Fax: +91-129-220 1093 Mobile: +91-99103 95663
For details of programme and fees, log on to:
www.vidyasanskar.com/academy

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