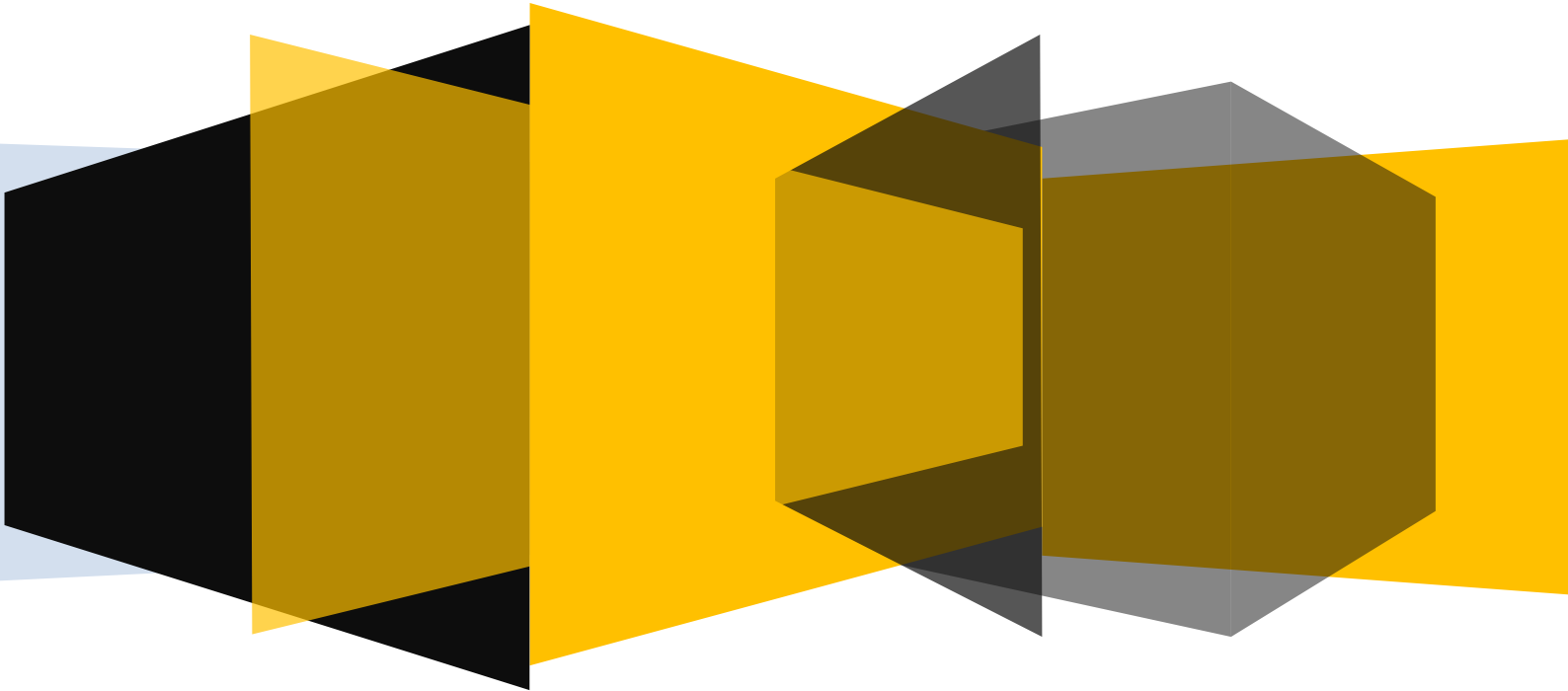




s o l u t i o n s

“Actinum Training Academy – “Enhancing Skills”



ABOUT US

Actinum Training Academy an initiative of Actinum Solutions focuses on providing essential soft skills and technical skills training programs to bridge the gap between individuals and requisite corporate world. For years, there has been a perception that technical skills contribute highly to the success of individuals careers. Soft skills are extremely important and in power with technical skills to reach the top of corporate ladder as you convey things in the right way.

OUR BUSINESS APPROACH

- Our training programs aim at creating a lively environment and train you with real examples and situations rather than just being theoretical.
- Our training programs aim at bridging the gap between the individuals and real corporate world by giving exemplary training on various skills for a successful and bright career.
- We customize the training programs based on your requirements.
- Our training programs aim at being innovative, thinking out of box and being updated with latest trends in technology so that you experience the recent corporate world.
- Our training programs believe in making difference to your lives so that you become confident and face the real world.

MISSION

“ We are committed to delivering excellent and quality service training on various skills required to inspire, motivate and transform **individual’s careers**”

VISION

“To be recognized as an innovative and preferred training service provider by **enhancing your value**”

BELIEFS

“Quality, Speed, Ethical, Efficient and Process Driven... *Thinking Out of Box!*”

OUR TEAM

MANAGEMENT TEAM

Managing Director: Mr. J. PRABHAKARAN

Mr.Prabhakaran.J has finished his MBA degree from the prestigious Chennai University. He has also completed his PGDCA. He has a rich experience in International & Domestic BPO & ITES in healthcare, Banking Operations, being in QMS (Quality Management System). Six Sigma Certified and is the ISO Internal Auditor for Quality Management Team. He can be reached at prabhakaran@actinumsolutions.com

Director and Head of Operations: Mr. ARVIND KUMAR

Holds an MBA (HR & Finance) degree from Chennai University and has rich experience in various industry like recruitment, banking, share market and has a vast experience in Recruitment Industry, he has travelled extensively to Dubai, Abu Dhabi, Sharjah regarding banking industry and proven to be the one of the best recruiter in Indian and International market. He can be reached at arvindkumar@actinumsolutions.com

Director and Head of Technology: Mr.Harlborn.T

She holds an MCA degree from Chennai University along with an Advance Diploma in computer science. She has rich experience web Designing & Mobile Technology. He can be reached at harlborn@actinumsolutions.com

Director: Mrs.S.VAANI SREE

She holds an MBA degree from Chennai University along with an Advance Diploma in Interior Design. She has rich experience Designing & HR Activities. She can be reached at vaanisree@actinumsolutions.com

Director: Mrs. Priscilla Britto

She holds an MBA degree from Chennai University. She has rich experience accounting & finance. She can be reached at britto@actinumsolutions.com

CORE TEAM

Actinum consists of skilled and experienced team members of HR Recruiters who know the voluntary community sector. We have team of Software and Network trainer & tech support, who develop and support the Actinum Database with Innovations of new aspects in the Market. The APS team specializes in:

- Governance
- Strategy
- Innovation
- Evaluation
- Volunteering

Actinum Soft Skills Training Programs

Soft skills training is being highly prioritized and recognized today as being essential to relationships. Often we are asked the question, “**What are soft skills?**” **Soft skills** are personal characteristics that relate to a person's capability to interact effectually with others

Why to invest in Soft skills?

- ✚ Enhance Social Skills and Confidence.
- ✚ Polishes and refines your personality.

Our Strengths

- Best Trainers
- Customized solution offering depending on the customer needs
- Best Rates in the Industry
- Flawless execution and periodic feedback monitoring system

Methodologies

- Simulated Role Plays
- Case studies
- Activities/Conceptual Games
- Power Point Presentation
- Audio and Video Presentation
- Live Demonstration
- Brainstorming sessions
- Online training Via Skype
- Courseware with CD-ROM and Animated Workbook
- Online Access for Extra practice
- Business Expert Views, addressing key issues for corporates.
- Interactive book with practice exercises, samples.
- Workshops, Seminar

Our Modules

School

Basis Skills Program

- ✚ English Speaking(Enhancing Fluency in English)
- ✚ Communication Skills - Body language and Facial Expression
- ✚ Basics of Etiquette Social and professional
- ✚ Email Etiquette
- ✚ Presentation Skills/Art of Public Speaking/Defeat stage fear/Short Speech
- ✚ Time Management/Steps to score better marks
- ✚ Facing Interviews
- ✚ Food Habits and Implications/ Develop Healthy food habits
- ✚ Discipline
- ✚ Values in Daily life
- ✚ Map your future
- ✚ Stimulate creativity skills

College/Universities

- ✚ Communication Skills
- ✚ Email Etiquette
- ✚ Telephone Etiquette/Telemarketing Skills
- ✚ Presentation Skills
- ✚ Personality Development
- ✚ Group Discussion
- ✚ Interview Skill
- ✚ Time Management
- ✚ Conflict Management
- ✚ Stress Management
- ✚ Etiquette
- ✚ Leadership Skills
- ✚ Professional Resume Writing
- ✚ Grooming and Table Manners
- ✚ Money Management

Corporate / Real Time

- ✚ Communication Skills
- ✚ Presentation Skills
- ✚ Personality Development
- ✚ Marketing Skills
- ✚ Email Etiquette
- ✚ Telephone Etiquette/Telemarketing Skills
- ✚ Customer Service
- ✚ Cultural Sensitivity
- ✚ Business Etiquette

- + Interpersonal Effectiveness
- + Negotiation skills
- + Stress Management, Resisting peer pressure
- + Decision Making
- + Team leadership and Motivation
- + Accent neutralization / Reduction
- + Campus to Corporate
- + Money Management





IT Skills Program

- + Mobile Applications training
- + Web Development
- + SEO(Search Engine Optimization)

DO NOT COPY

CONTACT INFO

Reach us on the below details to know more about Actinum solutions, to check out our working environment and to know our quality of work.

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