

Introduction to French Language and Business Communication

Prof. Name: Ms. Anmol Khanna Duration: 30 hours
Lecture Schedule: Wed and Thurs (4- 5 pm)
Online 25 hours and Offline 5 hours
Fees: Rs 2500

Course Objective: The Certificate program in Introduction to French and Business Communication gives you an introduction to French Language and culture, aching your brownie points in the European market. You would be able to understand your level of interest in the language and would be able to take the decision about your interest in French Language Studies. Business Communication will help you handle real life scenarios in corporate world; as the key is not only knowing good English but also communicating in an efficient manner to attain desired results.

Career Opportunity: There are huge job openings in the world globally in various fields. This course could be a base for immigration to Francophone countries like Canada. Companies with French, African and Canadian subsidiaries in sectors like Finance, Tourism, Marketing, Luxury Brand Management etc have various opportunities in different positions. The touch of Business Communication will help you ace the job market and cut throat competition and will be a major transition from campus to corporate in a new world.

Program Content:

FRENCH:

- Module 1 Basic Greetings and Conversation
- Module 2 Talk about Professions, Hobbies, Food and Parts of the Body
- Module 3 Read the time
- Module 4 Mathematics: Numbers 1-100
- Module 5 Sing Songs, Write Poems and Learn Popular Dialogues

BUSINESS COMMUNICATION:

- Module 6 Basics to Corporate Communication
- Module 7 E-mail Writing – In depth analysis
- Module 8 Public Speaking in Corporate Environment – Live Case Studies
- Module 9 Negotiations and Ideation
- Module 10 Conflict Resolution in Corporate Scenarios

Practical Activity- Live Case Study and Final MCQ exam after course completion.

About Trainer:

Ms. Anmol Khanna is an accomplished professional with a diverse background in Human Resources across both Indian and international markets. Her career highlights include:

1. **Work Experience:** She has worked with prominent Indian companies like Flipkart, where she played a pivotal role in recruitment on a national scale. Additionally, she has served as an HR Consultant for small and mid-sized companies in the American and European markets.

2. **Expertise:** Ms. Khanna possesses extensive knowledge in core HR functions such as Recruitment, Training and Development, HR Analytics, Performance Management Systems, and HR Onboarding for multinational corporations in India.

3. **Educational Achievements:**

- She holds a Masters of Management in Human Resources from Mumbai University.
- Certified trainer by the National Skills Development Corporation of India.
- Certified by the British Council to conduct International English Language Testing System (IELTS) examinations.
- Holds an international certification in French language equivalent to Common European Framework of Reference for Languages (CEFR) levels.

4. **Academic and Teaching Experience:** With approximately a decade of teaching experience, Ms. Khanna has contributed significantly to education and HR development.

5. **Entrepreneurial Ventures:** She is a founding partner of 'One Intellect', an institute likely focused on education or consulting.

6. **International Recognition:** Nominated by the Indian Embassy for a 2-year project in France, demonstrating her international experience and recognition in the field.

Ms. Anmol Khanna's career showcases a blend of corporate leadership, consultancy, educational contributions, and international project management, making her a versatile and experienced professional in the field of Human Resources.