



**AstroWix**

Excellence in Project Delivery

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AstroWix Associate

**A2PM**

Project Management

**A Cut Above The Rest !**



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Even with a degree under the belt and confidence oozing from their personality, young graduates and freshers may find it difficult to secure the desired job. How can students be nurtured so that they can deliver successfully on the standards and benchmarks set by the industry?

Industry Leaders presume that only 15% of people graduating from Indian colleges are employable. The rest are branded 'not employable'. This is not due to the lack of talent or the theoretical knowledge but for the lack of skills and attitude necessary for doing the job successfully. The Industry Leaders are caught in a pincer between rising employment costs on one hand and a 30% rate of attrition on the other.

The Need of the Hour is to equip young graduates, students and professionals with the right skills to enable them to deliver the required results.

“

Only 15% of  
Students  
Graduating are  
Employable

”

## Challenges faced by Students

- Lack of knowledge on industry expectations and standards
- Inadequate awareness on business etiquettes and corporate culture
- Very little or no experience on the field
- Lack of technical knowhow on the tools for undertaking real time assignments and projects
- Fierce Competition often with experienced professionals



AstroWix introduces A2PM (AstroWix Associate in Project Management), a comprehensive program exclusively designed for the graduates, freshers and young professionals, for the first time in India. This program will focus on End-to-End capacity building of the young graduates and college students to prepare them for the industry.

With an in depth analysis of the industry and its needs, AstroWix has selected a bouquet of courses and certifications that can significantly strengthen their profile according to the specified standards of the industry. Although intensive and highly specialized, this is not a typical academic program. The delivery of this program is flexible to ensure that the students are not burdened and have time to practice the skills that they acquire.

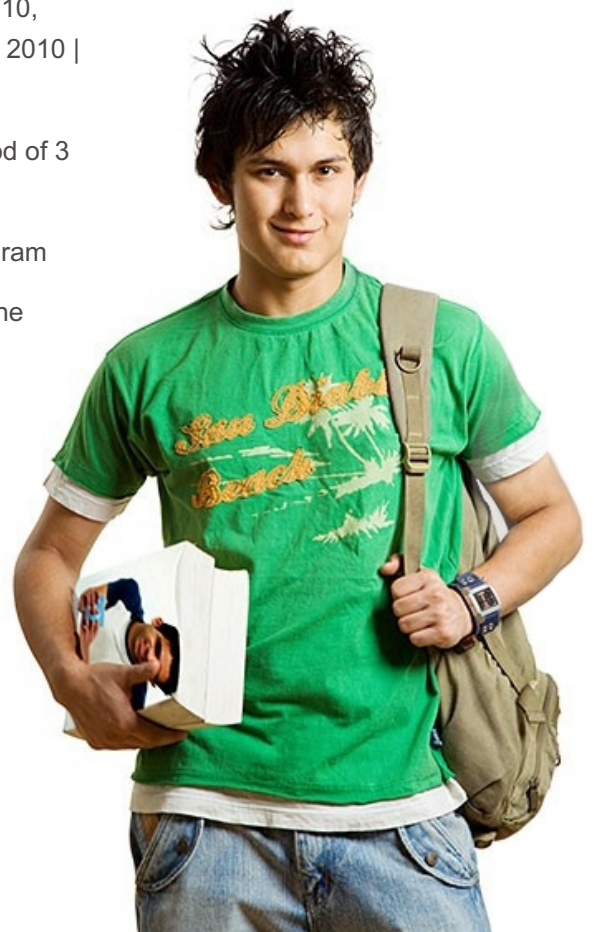
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Bridging the  
Gap between  
Industry and  
Academia

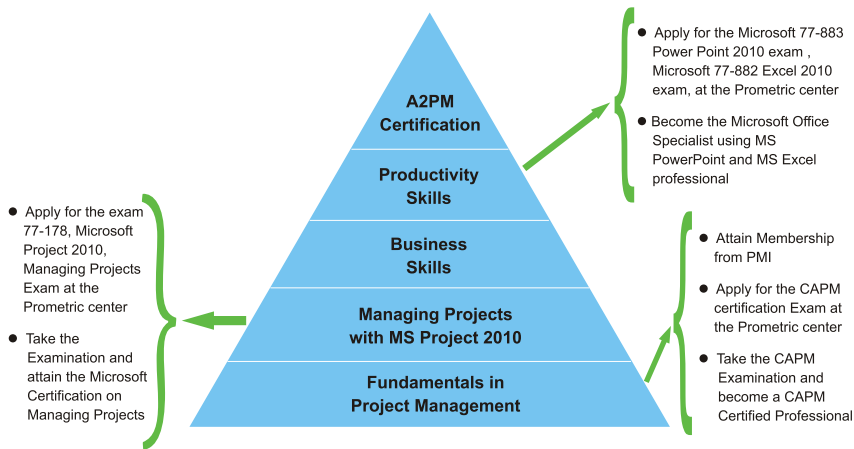
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## Program Benefits

- CAPM certification examination from PMI, USA | Microsoft Project 2010, Managing Projects | Microsoft Office Specialist using MS PowerPoint 2010 | Microsoft Office Specialist using MS Excel 2010
- Participants will acquire 60 PDUs pre approved by PMI in just a period of 3 month to maintain their CCR requirements
- The top 20 participants will be guaranteed jobs at the end of the program
- Participants will understand the professional project environment in the industry and learn each stage of project lifecycle.
- With a comprehensive understanding of the project management concepts, participants will also be equipped with the knowledge of implementing them through Microsoft project 2010.
- At the end of the course, participants will be able to carry out communication and negotiation with professionalism and finesse.
- Be proficient at using the tools that swiftly increase your productivity.
- Participants will acquire A2PM course certificate at the end of the program.



# Program Structure at a Glance >



## Course Calendar

Courses	Saturday	Sunday
<b>Project Management Fundamentals</b>	20 <sup>th</sup> Aug 27 <sup>th</sup> Aug 03 <sup>rd</sup> Sep 10 <sup>th</sup> Sep	21 <sup>st</sup> Aug 28 <sup>th</sup> Aug 04 <sup>th</sup> Sep 11 <sup>th</sup> Sep
<b>Managing Projects with Microsoft Project 2010</b>	17 <sup>th</sup> Sep 24 <sup>th</sup> Sep 01 <sup>st</sup> Oct	18 <sup>th</sup> Sep 25 <sup>th</sup> Sep 02 <sup>nd</sup> Oct
<b>Business Skills</b>	08 <sup>th</sup> Oct 15 <sup>th</sup> Oct 22 <sup>nd</sup> Oct	09 <sup>th</sup> Oct 16 <sup>th</sup> Oct 23 <sup>rd</sup> Oct
<b>Productivity Tools</b>	29 <sup>th</sup> Oct 05 <sup>th</sup> Nov 12 <sup>th</sup> Nov	30 <sup>th</sup> Oct 06 <sup>th</sup> Nov 13 <sup>th</sup> Nov

At a Glance	Participants Learn How To	Road Map for Certification	Course Duration
<b>1</b> Project Management Fundamentals based on Project Management Body of Knowledge (PMBOK Guide 4th Edition)	Provides a solid foundation to implement the skills and expertise of project management	<ul style="list-style-type: none"> <li>Attain Membership from PMI</li> <li>Apply for the CAPM certification Exam at the Prometric center</li> <li>Take the CAPM Examination and become a CAPM Certified Professional</li> </ul>	4 Weeks (5 hours each week)  Total Duration: 20 hours
<b>2</b> Managing Projects using Microsoft project 2010	Implement Project Management Concepts for professional monitoring and control of projects.	<ul style="list-style-type: none"> <li>Apply for the exam 77-178, Microsoft Project 2010, Managing Projects Exam at the Prometric center</li> <li>Take the Examination and attain the Microsoft Certification on Managing Projects</li> </ul>	3 Weeks (5 hours each week)  Total Duration: 15 hours
<b>3</b> Business Skills <ul style="list-style-type: none"> <li>Communication Skills</li> <li>Business Etiquettes</li> <li>Negotiation Skills</li> </ul>	Learn the finesse and etiquettes integral for fostering a professional image.		3 Weeks (5 hours each week)  Total Duration: 15 hours
<b>4</b> Productivity Skills <ul style="list-style-type: none"> <li>Advanced MS PowerPoint</li> <li>Advanced MS Excel</li> <li>Advanced MS Visio</li> </ul>	Be proficient at using advanced Microsoft Office Tools for improved productivity	<ul style="list-style-type: none"> <li>Apply for the Microsoft 77-883 Power Point 2010 exam, Microsoft 77-882 Excel 2010 exam, at the Prometric center</li> <li>Become the Microsoft Office Specialist using MS- PowerPoint and MS-Excel professional</li> </ul>	3 Weeks (5 hours each week)  Total Duration: 15 hours

## Overview

Understanding project complexities and managing projects is a challenge for any young professional. A comprehensive insight into Project Management Concepts lends practitioners an opportunity to learn proven project management techniques to manage each stage of the project life cycle. This course has been designed for students and junior project professionals, to become familiar with concepts, tools, methods and terms relating to project management. Project Management Fundamentals is one of our most popular programs which ensure that project professionals acquire knowledge on the essentials of project management.

This program also prepares participants for the Certified Associate in Project Management (CAPM) certification which is a globally recognized certification from PMI®, USA for young project management professionals. Attaining this certification assures that you have the necessary skills required to providing valuable contributions into making a productive team. Aligned with the Guide to the Project Management Body of Knowledge (PMBOK® Guide) Fourth Edition, which is today a de-facto standard across organizations irrespective of any industry, this is an excellent opportunity for professionals looking to establish a career in project management.

## Course Content

- Project Management Framework
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Risk Management
- Project Procurement Management
- Professional Responsibility & Ethics

## Course Benefits

- Increase the project management competency of Project Team Members to enhance team collaboration.
- Assist experienced project personnel to achieve CAPM® Certification from Project Management Institute, USA.
- Enhance the knowledge of the project team members on all the project management processes and knowledge areas to achieve project results.
- Assist with taking the membership of PMI, USA and help in getting professionals registered for CAPM® Certification examination.

“

An insight into  
the Concepts of  
Project  
Management

”

## Overview

Microsoft Office Project 2010, gives professionals robust project management tools with the right blend of usability, power, and flexibility, so you can manage projects more efficiently and effectively. AstroWix as a pioneer project management solutions company, has been conducting workshops on Microsoft Project 2010 in major metro cities across India. This training on MS Project 2010 empowers project managers and leaders to stay informed and control project work, schedules, and finances.

The training will guide you to set realistic expectations with project teams, management, and customers to build schedules, allocate resources, and manage budgets. It is a step by step guide to help you analyze and report project data in professional reports and charts.

“

Learn to  
Control your  
Project  
Deliverables

”

## Course Content

- Introduction to Project Management
- Microsoft Project 2010 Interface
- Views in Microsoft Project 2010 /2003
- Project Task Management
- Project Resource Management
- Project Cost Management
- Project Tracking
- Project Reports
- New Features in Microsoft Project 2010
- Keyboard Shortcuts in Microsoft Project
- File formats supported in Microsoft Project 2010 / 2003
- Additional Exercises
- Case Study

## Course Benefits

- Identify cost resources across multiple tasks
- Track project budgets at a high level
- Leverage new project templates
- Identify factors affecting task schedules
- Show the impact of your changes
- Produce charts, graphs, and diagrams of your project data
- Create more visually effective reports with calendar enhancements and 3-D Gantt bars
- Undo and redo multiple changes
- Identify cost resources across multiple tasks
- Highlight specific data with cell shading

## Overview

Some people seem to be able to say the right thing no matter what the situation. Their ability to navigate through tense discussions opens doors in the business world that may have otherwise closed. During this training program, participants will learn the secrets of communication pros, including building personal credibility, delivering positive and negative feedback, improving listening skills, rephrasing for better relationships, dealing with difficult people, handling negative situations, and more.

Skills practice exercises are interactive, allowing participants to practice what they have learned in a fun, high-energy environment. This Program will help those needing to improve their basic communication skills or for those looking for the extra business edge

## Course Content

### Understanding Different Communication Styles

The next module shifts the focus inward to each participant's personal communication style. Using AstroHR's Communication Skills Training, the participants will learn to identify their own communication styles, the styles of their coworkers and clients, and how to adjust for better communication.

### Verbal Communication: Rephrasing for Better Relationships

This lesson for verbal communication is one that takes some people years to learn. In this section, participants will learn how to use language so that it will be better received in conversations and in writing. Participants will be introduced to various tactics that helps in verbal communication. Special emphasis is placed on learning to say "no" in ways that reduce conflict and eliminating phrases such as, "that's not my job" and "I don't know."

### Non Verbal Communication

More than 90% of communication accounts to our body language and other non verbal signals . Students of body language know that sometimes what is said is not what is meant. This lesson will help participants understand their own communication style; they will also be able to translate the non verbal cues sent by others. By recognizing these signals participants will learn cultural and gender differences communicated by body language.

### Meeting Etiquettes: Grab the Business Deal by appropriate manners and communication styles

The right smile, the right handshake and the right attitude can make or mar many of the important business meetings. This lesson teaches the participants the kind of behaviors and correct way to start conversations at a business meeting.

“

Communicate  
with  
Professionalism  
and Tact

”

### Telephone and Voice Mail Etiquette: Making effective use of office tools for better communication

Do the people who answer your phone appear empathetic? Friendly? In control? Do they listen well? Do they understand what makes the person on the other end of the telephone tick? During this training program, participants will learn how to project a polished phone image, demonstrate proper telephone skills through practice activities, and leave with the tools to present an image that says "confident, credible, and capable."

### Business Dressing and Business Meals: What you wear and how you behave speaks a lot about you

This fast-paced, lively course offers participants sound advice and simple steps they can take to immediately transform their professional image. Through hands on exercises participants will learn easy steps with the help of which they can shape their appearance as well as sharpen their business skills to build relations.

## Course Benefits

- Explain the four basic styles and how to adapt to each.
- Capitalize on personal style for more effective communication.
- Describe the impact of body language and voice tones on communication.
- Explain the effective use of office communication tools such as the telephone and email.
- Rephrase blunt language to achieve results without offending anyone.
- List strategies for dealing with difficult behaviors.
- Demonstrate how to deliver constructive feedback and how to politely disagree.
- Develop an action plan to improve communication skills.

## Overview

How do you know when you have gotten the best deal? A fair price? Skilled negotiators know the answers to both of those questions. In this onsite negotiation training program, participants will learn how to determine whether they will win or lose before a negotiation even starts; how to spot dirty tricks from a mile away; the essential steps of a skilled negotiation; and more. Through multiple case studies, hands on activities, and video, participants will practice skills learned throughout this interactive, fast-paced program.

## Course Content

### **Win-Win, Win-Lose, Lose-Lose: Understanding Negotiation Outcomes**

Knowing where you may end up before you begin is critical to planning any negotiation. In this introductory discussion, participants will learn about negotiation outcomes, evaluate case studies to determine whether there is a possibility of winning, and discover when to use the strategy of losing because it actually makes sense.

### **Negotiation Process: From Fact Finding to Autopsy**

Often negotiations fall short because the key players have not paid attention to each step of the negotiation process. In this section, participants will learn about the phases of a negotiation and what questions they should ask before moving on. They will also explore the concepts minimum acceptance, and probing for inconsistencies.

### **Negotiation with Different Types of People**

Beyond the Basics: Deadlocks, Stand stills, and Concessions

Knowing when to give and how much to give is something with which even skilled negotiators struggle. In this segment, participants will learn how to recognize, organize, and rank concessions, and how to use them for maximum impact.

### **Tricks, Traps, and Tactics: What to Be Aware Of**

Section five explores common tactics and their countermeasure defenses: exaggerated first offers, delays, limited authority, and more. Participants will learn how to quickly identify tricks and what to do to turn situations around.

### **Setting the Stage: Understanding the When and Where of Negotiation**

Negotiation over the telephone is different from negotiation in person. An unexpected negotiation is different from one that has been carefully planned. In this part of the course, participants will learn how to use time and space constraints to their maximum advantage.

“

Negotiate for a  
Win-Win  
Outcome

”

### **Show What You Know: Practice Negotiation and Action Plan**

The program concludes with a negotiation simulation where participants have an opportunity to practice and reinforce skills learned throughout the program. At the end of the program, participants will leave with personalized action plans to improve their next negotiation. At the program's conclusion, participants will have an understanding of how to use their power base for maximum influence in the negotiation process, how to handle dirty tricks, how to make concessions, when to walk away, how to succeed in cross-cultural negotiations, and what they need to do immediately to improve their next negotiation.

## Course Benefits

- Identify possible negotiation outcomes..
- Understand and identify different behavioral styles and adapt as necessary.
- Apply techniques for successful negotiation by successfully answering case studies and participating in practice cases.
- Recognize tricks and tactics.
- Demonstrate the use of successful concession making.
- Develop an action plan to improve negotiation skills.

## Overview

No matter how good or important a message, if it's not delivered in an interesting and effective way, chances are it won't be heard at all. Strong presentation skills can advance a career. Poor speaking skills can ground a rising star. In this program, participants will learn how to conquer the podium and deliver presentations that get results. From dynamic introductions to powerful closings, participants will have an opportunity during this seminar to practice and refine their platform skills

## Course Content

### Successful Presentation

This program begins with an examination of the parts of a presentation: a successful introduction, effective transitions, and captivating conclusions. Participants will dive in "head first" with a short practice presentation illustrating principles discussed.

### Understanding Audience Differences

Participants will identify their own presentation styles, the styles of different types of audience members, and how to adjust to each for better communication.

### Adding Vocal Variety

In this unit participants will explore several techniques for adding vocal and visual variety to their presentations. Goodbye monotone. Hello dynamic speaker.

### Overcome the Fear of Public Speaking

Fear is a reason many people do not enjoy public speaking. This component looks at the reasons for fear, techniques to overcome fear, and gives participants a checklist for projecting the best possible image. They will learn how to eliminate such distracting speech habits as "um," "ah," and "you know."

### How and When to Use Humor

Humor used well can make a presentation come alive. Humor that isn't funny, on the other hand, can destroy a message. This portion of the program looks at when and how to inject humor into presentations.

### Managing Audience

It is sometimes said that "there is one in every group." A difficult person makes the job of a presenter a challenge at best. Learning how to manage those audience members who "don't want to be there" is an essential skill of top speakers. This segment explores handling difficult people and challenging situations.

Learning the usage of each of these visual aids: Power Point, Flash, Flip Charts, Slides etc : how to create high impact presentations and deliver them efficiently.

“

## Anatomy of a Successful Presentation

”

### Effective Visual Aids

Choosing and using visual aids is an integral part of many presentations. This lesson reviews available options and the benefits and drawbacks of each. Learning the usage of each of these visual aids: Power Point, Flash, Flip Charts, Slides etc : how to create high impact presentations and deliver them efficiently.

### Preparation and Practice

The program concludes with participants making various kinds of presentations: explanatory, informative, persuasive, etc. Each participant will be videotaped for review and critique. At the program's conclusion, participants will understand what makes a high-impact presentation and will have practiced and been critiqued on newly acquired skills.

## Course Benefits

- Identify the essential components of a presentation.
- Describe an audience analysis and why it is a needed step in a presentation.
- Organize information in a clear and concise manner.
- Create an attention grabbing introduction.
- Implement techniques for varying vocal tones and body language.
- Develop strategies for handling difficult participants.
- Point out the benefits and pitfalls of various visual aid options and audience seating arrangements.

Microsoft Office 2010 has a new intuitive look and functionality, making it easier for professionals to create, manage and share information and documents. MS Office has proved to be the backbone structure of every organization across industry verticals. Professionals equipped with the MS Office tools and components save time and perform their tasks effectively.

## Course Overview

AstroWix program on Ms Office PowerPoint 2010, empowers you to create real quick, impressive and dynamic presentations. The end result, you focus on the things that matter, instead spend time on creating and formatting content. The training program provides a comprehensive insight the new interface, helping you to learn how to work with drawing and graphic tools while making a presentation. The course also covers a section on how to make changes to an existing presentation and educates you on the uses of the advanced features such as building a custom presentation, using multimedia in presentations, and preparation of documents for distribution and publishing. This hands-on training program exposes features like never before, making tasks and options easily accessible.

## Course Content

- Module 1 :** Office Workspace Basics
- Module 2 :** Introduction to PowerPoint
- Module 3 :** Adding and Formatting Text
- Module 4 :** Customizing Presentations
- Module 5 :** Working with Shapes and Pictures
- Module 6 :** Adding Objects and Effects
- Module 7 :** Outlining Proofing and Printing
- Module 8 :** Delivering Your Presentation

## Program Benefits

- Identify features and components of PowerPoint
- Build new presentations by inserting, rearranging, and deleting slides
- Add visual appeal to the slide show by using transitions and timings
- Add speaker notes and footers
- Set up a slide show for a speaker and a kiosk
- Customize and preview a presentation
- Add Clip Art images to a slide using the Clip Art task pane and making modifications
- Add picture images to a slide and modify the images using the Picture Tools tab
- Create visually appealing text objects using WordArt
- Applying and modifying formatting to slides
- Work with movie clips and insert sound clips
- To apply the animation effects to a slide and publish a presentation
- To create and apply a custom template and theme to a presentation
- Creation and running of macros

“

Create a Power  
Packed  
Presentation

”



## Mastering MS Excel 2010

Organizing and working with large amounts of data can be a challenging task. This program will equip you with the knowledge and skills required to master the MS Excel 2010. It will address this challenge by helping you manage and arrange business information in a clear and concise manner. It will enable you to create professional looking reports and charts without having you to depend on external design firms. This program is a stepping stone towards managing information, analyzing large volume of data and sharing it with stakeholders across businesses.

## MS - Excel 2010

### Step 1: Getting started

- Learning the basics of creating worksheets
- Entering and Editing of data
- Working with data using simple formulas
- Carry out your everyday tasks

### Step 2: Getting familiar with MS Excel Advanced Features

- Expertise in managing data and creating reports
- Learn to create charts and manage your work and data
- Present data using Pivot table reports
- Prepare professional reports at your office

### Step 3: Preparing dynamic reports

- Communicate effectively by sharing of data
- Learn to share data using SharePoint List
- Edit changes and analyze data by exporting data
- Successfully share and prepare reports

## Program Benefits

- Link and manage workbooks
- Work with multiple worksheets
- Format worksheets to suit needs
- Creation and working with charts including adding of graphics
- Working with formulas and functions
- Use of advanced features such as Goal Seek and the Analysis ToolPak
- Use of macros to automate complex and repetitive tasks
- Convert workbooks into Web pages and use of hyperlinks
- Use the workgroup collaboration features in Excel 2010
- Creation and working with PivotCharts and PivotTables
- Use sorting and filtering features
- Identify database functions and use of advanced functions

“

Manage  
Information  
Effectively

”



Microsoft Office Visio 2010 makes it easy for IT and business professionals to visualize, explore, and communicate complex information. This program helps you convert complicated text and tables that are hard to understand to Visio diagrams that communicate information at a glance. Instead of static pictures, it will enable you to create data-connected Visio diagrams that display data, are easy to refresh, and dramatically increase your productivity. It will also help you use the wide variety of diagrams in Office Visio 2010 to understand, act on, and share information about organizational systems, resources, and processes throughout your enterprise.

## Course Outline

<b>Module One</b>	: Getting Started
<b>Module Two</b>	: Exploring Advanced Diagrams (I)
<b>Module Three</b>	: Exploring Advanced Diagrams (II)
<b>Module Four</b>	: Working with Stencils and Shapes
<b>Module Five</b>	: Advanced Custom Shape Design
<b>Module Six</b>	: Layers (I)
<b>Module Seven</b>	: Layers (II)
<b>Module Eight</b>	: Multi-Page Drawings
<b>Module Nine</b>	: Creating Technical Layouts
<b>Module Ten</b>	: Working with Data Graphics
<b>Module Eleven</b>	: The Shapesheet

## Program Benefits

- Easily create a broad range of business and technical diagrams applicable to any organization.
- Use the built-in Visio templates and stencils to create sophisticated diagrams.
- Learn how to incorporate Visio diagrams in Microsoft Office applications, including Word documents, Excel spreadsheets and PowerPoint presentations.

“

Communication  
Complex  
Information  
with Ease

”





## Eligibility and Application >

- ⇒ Freshers and young professionals looking for an excellent opportunity to kick start their career.
- ⇒ Participants aspiring for CAPM and Microsoft Certifications.
- ⇒ PMP certified professionals who need to update their knowledge and maintain their certification with PDUs.
- ⇒ Young professionals and Junior Project Managers who need to learn the professional project management practices.



Name : \_\_\_\_\_

Email : \_\_\_\_\_

Phone : \_\_\_\_\_

Employed :  Yes  No

Highest Qualification / Degree : \_\_\_\_\_

School / University graduated from : \_\_\_\_\_

Location :  Delhi  Mumbai  Bangalore  Chennai

Kolkata  Hyderabad

### Group Registration:

1. Group of 3

2. Group of 5

3. Group of 10



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Excellence in Project Delivery

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