

## Introduction

Synergy School of Business Skills is one of the largest networks of management training institute, dedicated to providing short-term programs for professionals in corporate/life skills, project management, operational excellence, and people skills.

With 30 years of training experience, Synergy school of Business is a wide network of over 75 Centres. Synergy is one of the world's largest Registered Education Provider of Project Management Institute (PMI)®, a global organization of project management professionals. Annually, Synergy trains over 50,000 people and certifies about 10,000 professionals in various management courses.

Synergy is organized around School of Project Management (SPM), School of Operational Excellence, and School of People Skills. Through SPM, Synergy offers training and implementation solutions in project management. Synergy's SOE focuses on offering Six Sigma, Lean, Kaizen etc., and Synergy School of People Skills offers training to individuals on a range of interpersonal and intrapersonal communication and technical competencies.

Synergy has its network spread across the globe that create management and professional staffs for small, medium, and large scale industries representing manufacturing, services and non-governmental organizations. Its faculty team comprises certified business coaches, project and quality management professionals, software engineers, who impart training to students using a participatory and results-oriented approach.

Synergy's training infrastructure boasts of modern computer labs, executive class rooms, library of world class course & reference materials, and a placement cell that facilitates industry-institute partnerships, internships, projects, and employment.

## Value Proposition

Accredited by PMI®, VMedu, 6sigma study and Scrum Study, Synergy Centres deliver quality training with updated courseware through its outlets spread across geographies. Synergy offers courseware that meets the international market standards in the fields of Project Management, Operational excellence and People Skills.

## Distinct Attributes

- Offers comprehensive support to the candidates.
- Benchmark – Synergy's own mock test Portal for PMP, PME & CAPM.
- A dedicated "Curriculum & Product development Team (CPDT)".
- Instructors are trained by the International Training Academy under Train the Trainer (TTT) program.
- Pioneer in Project Management Concepts and Tools Training since 2001.
- The trainers stay interacted with the industry experts to meet the industry requirements.

- Highly supportive and royalty free franchise model.
- Diversified courses for all level management.

## **Core Assets**

- Project Management programs approved by PMI®, USA
- Courses are eligible for Professional Development Units (PDU's).
- Tie up with International Organizations.
- Updated curriculum

## **Member of**

- Project Management Institute
- Scrum Study
- Oracle Gold Partner
- VMedu
- Oracle Work-Force Development Program

## **Recent Awards & Recognition**

- Peacock Feather Award

# Tally

## Duration

105 hours

## Course Objectives

The course trains you in accurately planning purchases, managing working capital and cash flow of your organisation. The participants will be equipped to manage receivables & payables, credits, fund flow & cash flow, banking, auto or manually configured cheque printing, cost & profit centers, multi currency accounting, interest calculation, flexible classification of chart of accounts, ledgers, budgets & controls view, auto or manual bank reconciliation, among others.

It teaches participants to simplify payroll management and train them to efficiently manage employee details and process employee salaries. The course is a complete one as it trains participants also in inventory, tax accounting, handle exceptions in business processes and manage financials in a better fashion.

## Deliverables

We provide comprehensive courseware; hands-on training with sample projects/exercises

## Who can Enroll?

Tally Complete training course is a professional course useful for students and young professionals in the fields of accounts and finance. It is also beneficial for existing Tally users who are keen to enhance their Tally skills.

# Microsoft Office

## Duration

24 hours

## Course Objectives

Subjects/Topics/Software covered

- MS Excel
- MS Word
- MS PowerPoint

## Deliverables

- Easy to understand courseware
- Training with the focus on useful features

## Who can Enroll?

This short-term course can be invaluable for individuals and employees who have to process information; present, sort, organize, calculate data; make presentations of ideas.

# Advance Excel

## Duration

24 hours

## Course Objectives

Participants will learn to how to use advanced functions of Excel to improve productivity, enhance spreadsheets with templates, charts, graphics, and excel formulas and streamline their operational work.

They will apply visual elements and advanced formulas to a worksheet to display data in various formats.

Students will also learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and leverage on Excel advanced functionality to simplify and streamline their day-to-day work.

## Deliverables

- Easy to understand courseware
- Training with the focus on useful features

## Who can Enroll?

This course is designed for working professionals & students who is interested in learning the Advanced Excel techniques to increase productivity and improve efficiency by streamlining the workflow.

# Paradigm Shift

## Duration

30 hours

## Course Objectives

Through this course, participants will be able to discover their hidden talents and skills, they will also be introduced to an overview of the college life, giving information about best practices to opt making a successful career. Some students also wish to go for higher education rather than starting to work, the course also guides students with this vision. The Paradigm Shift course introduces candidates to career prospects when a candidate wish to switch to a completely different profession. This is an activity based program with a participatory approach that will help students to shape up their dreams and build a career in the fields of their interests.

## Deliverables

- Paradigm shift courseware/reference materials
- Activity based training
- Participatory approach to classes
- Right mix of theory and practical's
- Training by qualified, experienced professionals
- Sophisticated classroom and modern presentation tools
- Post training support

## Who can Enroll?

Paradigm Shift is a valuable course for all the students who recently completed their schooling or are in the first years of their college education.

The Paradigm Shift course can guide you through the booming job opportunities across industries aligning your personal interest towards a job profile. The course also covers Stress Management and Post Training Support making this process more comfortable.

# Employability Skill Development Program

## Duration

40 hours

## Course Objectives

The Employability Skill Development Program (ESDP) imparts one with the required skills to gain a competitive edge in any job market. This program, with an emphasis on hands on training, uses techniques like role play, business communication, team leadership.

It focusses on the overall development of the participant and seeks to provide a deeper understanding of various aspects of human relations, social awareness, presentation of self, working with a team while learning to negotiate and manage conflicts while at the same time encouraging independent thinking and decision making.

## Deliverables

- ESDP courseware/reference materials
- Activity based training
- Participatory approach to classes
- Right mix of theory and practical's
- Training by qualified, experienced professionals
- Sophisticated classroom and modern presentation tools
- Post training support

## Who can Enroll?

Individuals seeking personal and professional growth, enhanced career opportunities and improved personal relationships can join this program. It is relevant to freshers from different streams as well as those of different age groups.

# Diploma in Sales

## Duration

40 hours

## Course Objectives

The Diploma in Sales Program at Synergy is designed to give the learner first-hand insights about sales as a career choice. It also aims at teaching the learner with selling skills to get them started on their first sales job. The applicants of the course can learn the principles, tools, and practices of selling process by studying course, Diploma in Sales.

Every lesson in the programme engages the learner with exciting facts and analysis on how it would help them use the same while pursuing sales as a profession or career. It introduces the learner to tools and techniques for selling, in a way that makes it easy for buyers to buy. Overall, it is designed to build confidence for the time when you make the initial contact with the potential client or customer.

## Deliverables

- Diploma in Sales Courseware
- Activity-based training
- Course completion certificate
- The right mix of theory and practical
- Training by qualified and experienced professionals
- Sophisticated classroom & modern presentation tools

## Who can Enroll?

The course is for everyone who is interested in learning more about sales management and wish to sell their product in the market.

The course will suit perfectly for professionals who are working in business or corporate setting such as marketing or sales department. Diploma in sales will give the power sales method to get more profit in the market.



# Diploma in Digital Marketing

## Duration

80 hours

## Course Objectives

Whether you're a complete beginner, marketing professional, or business owner looking to upskill, the digital marketing course is perfect for you. The diploma in digital marketing can provide you with the concept of digital marketing components email marketing, mobile marketing, PPC marketing, and SEO encompassing creative, analytical, and technical domains.

Upon completion of the course, students can independently take up digital marketing assignments such as running a Pay-per-click or social media campaigns or perform as digital marketers in the real work environment.

Gaining this digital marketing certification will assure you the most essential skills and knowledge required to excel as a digital professional.

## Deliverables

- Courseware
- Activity based training
- Participatory approach to classes
- Right mix of theory and practical knowledge
- Training by qualified-experienced professionals
- Sophisticated classrooms
- Modern presentation tools

## Who can Enroll?

Anyone can apply for the diploma in digital marketing. A related background in this discipline is not required.

All fresher, graduates, marketing professionals, brand managers, business owners, housewives, and entrepreneurs are eligible to take up this course.

# Diploma in Human Resource Management

## Duration

80 hours

## Course Objectives

The course aims to help you gain the competitive advantage as a HR manager. It will teach you the responsibilities of a human resource manager working in an organization.

The curriculum is defined to make you understand the major components of HRM, namely, recruitment, selection, training & development, and appraisal. While undergoing learning process, applicants will gain knowledge of different Industrial Act. In addition, the course will demonstrate some of the best ways to manage employees.

## Deliverables

- Human resource management courseware
- Activity based training
- Course completion certificate
- Right mix of theory and practical
- Training by qualified and experienced professionals
- Sophisticated classrooms & modern presentation tools

## Who can Enroll?

To receive the Diploma in HR Management, one must have great interest towards the stream of Human Resource Management. It is a good option for those entrepreneurs, who are interested in starting a business like an HR Consultancy.

	<b>Courses</b>	<b>Who can Learn</b>	<b>Duration /PDU's</b>	
<b>School of Project Management</b>	PMP Preparatory Training	Project Managers; PMP Aspirants	40/40	
	CAPM Preparatory Training	Project Managers; PMP Aspirants <5years experience	40/40	
	Scrum Exam Preparatory	IT Professionals; Project Managers	16/16	
	Microsoft Project Foundation	Project Managers; Project Coordinators; Planning Engineers; Site Engineers; Engineering Graduates from any field.	40/40	
	Microsoft Project Advanced		24/24	
	Primavera Foundation		40/40	
	Primavera Scheduling Professional		16/16	
	Primavera Tracking Professional		16/16	
	Primavera Application Administration		08/08	
	Primavera Complete		80/80	
Asta Powerproject	40/40			
<b>School of Operational Excellence</b>	Course on 5S		Any graduates or professionals working in manufacturing or handling a process	16/--
	Foundation Course on Operational Excellence			24/--
	Six Sigma Green Belt	32/32		
	Six Sigma Black Belt	64/64		
<b>School of People Skills</b>	Course on Office Automation using Microsoft Office	Aspirants from any field	40/--	
	Microsoft Advanced Excel	Aspirants from any field; Analysts; Project Managers	24/--	
	Paradigm Shift	10th grade students	30/--	
	Employability Skill Development Program	Job Aspirants	40/--	
	Diploma in Sales	Sales and Marketing Professionals	40/--	
	Diploma in Digital Marketing		80/--	
	Diploma in Human Resource Management	Graduates from any field	80/--	