

THE FOUNDATION

POLISH PLAN SYLLABUS

6 Weeks | 18 Sessions | INR 11,000

Complete week-by-week syllabus, session details,
practice activities, and take-home materials

Avecura Centre of Excellence | Lucknow, Uttar Pradesh | 2026

TABLE OF CONTENTS

FOUNDATION MODULES (Weeks 1–6)

- Week 1** FIRST IMPRESSIONS & SELF-AWARENESS
- Week 2** BODY LANGUAGE FUNDAMENTALS
- Week 3** SPOKEN ENGLISH — FOUNDATIONS
- Week 4** CONFIDENCE & SELF-PRESENTATION
- Week 5** SOCIAL ETIQUETTE ESSENTIALS
- Week 6** INTEGRATION & TRANSFORMATION SHOWCASE

FOUNDATION MODULES

WEEK 1 — FIRST IMPRESSIONS & SELF-AWARENESS

SESSION 1: THE POWER OF FIRST IMPRESSIONS

Theory & Concepts:

- Why first impressions are formed in 7 seconds
- The 3 Vs: Visual, Vocal, Verbal impact
- Self-assessment: Where do you stand today?

Practice & Activities:

- Mirror exercise: Observe your natural posture & expressions
- Video recording: Self-introduction (baseline assessment)
- Peer feedback round

Take-Home Material: Personal grooming audit checklist

SESSION 2: PERSONAL HYGIENE & GROOMING STANDARDS

Theory & Concepts:

- Professional grooming standards for men & women
- Hair, skin, nails — daily grooming routines
- Fragrance etiquette & grooming essentials

Practice & Activities:

- Grooming checklist walkthrough
- Before/after photo exercise
- Group discussion: Grooming myths vs reality

Take-Home Material: Daily grooming routine card

SESSION 3: DRESSING FOR DIFFERENT SETTINGS

Theory & Concepts:

- Dress codes decoded: Formal, semi-formal, smart casual, casual
- Colour theory & wardrobe basics
- Common dressing mistakes to avoid

Practice & Activities:

- Outfit analysis exercise
- Dress code matching game
- Personal colour palette identification

Take-Home Material: Wardrobe essentials checklist

WEEK 2 — BODY LANGUAGE FUNDAMENTALS

SESSION 4: POSTURE, STANCE & WALKING STYLE

Theory & Concepts:

- The science of confident posture
- Standing, sitting, and walking with presence
- Power poses and their psychological impact

Practice & Activities:

- Posture correction exercises
- Walk-the-ramp confidence drill
- Video review: Before vs improved posture

Take-Home Material: Posture correction daily exercises sheet

SESSION 5: EYE CONTACT, HANDSHAKE & FACIAL EXPRESSIONS

Theory & Concepts:

- The triangle of eye contact
- The perfect professional handshake
- Reading and controlling facial expressions

Practice & Activities:

- Eye contact challenge (30-second drill)
- Handshake practice with feedback
- Expression matching game

Take-Home Material: Non-verbal communication quick reference card

SESSION 6: GESTURES, SPACE & ENTERING A ROOM

Theory & Concepts:

- Open vs closed body language
- Personal space and proxemics
- How to enter a room with confidence

Practice & Activities:

- Room entry simulation (office, interview, event)
- Gesture awareness exercises
- Role-play: Meeting someone for the first time

Take-Home Material: Body language dos and don'ts card

WEEK 3 — SPOKEN ENGLISH — FOUNDATIONS

SESSION 7: COMMON GRAMMAR ERRORS & CORRECTIONS

Theory & Concepts:

- Top 20 grammar mistakes Indians make
- Tenses simplified: Present, past, future
- Subject-verb agreement essentials

Practice & Activities:

- Error spotting exercises
- Sentence correction drills
- Pair conversation with grammar focus

Take-Home Material: Grammar correction quick reference sheet

SESSION 8: VOCABULARY BUILDING & WORD POWER**Theory & Concepts:**

- Power words for professional conversations
- Synonyms, antonyms & contextual usage
- Building vocabulary through daily habits

Practice & Activities:

- Word association games
- Describe-the-picture exercise
- One-minute vocabulary challenge

Take-Home Material: 50 power words flashcard set

SESSION 9: PRONUNCIATION & FLUENCY DRILLS**Theory & Concepts:**

- Commonly mispronounced words in Indian English
- Tongue twisters & fluency techniques
- Filler words: Identifying and eliminating them

Practice & Activities:

- Pronunciation drill session
- Read-aloud fluency exercise
- 2-minute uninterrupted speaking challenge

Take-Home Material: Pronunciation guide with audio references

WEEK 4 — CONFIDENCE & SELF-PRESENTATION**SESSION 10: OVERCOMING HESITATION & BUILDING INNER CONFIDENCE****Theory & Concepts:**

- Psychology of confidence: Fake it till you make it?
- Identifying personal confidence blockers
- The comfort zone expansion model

Practice & Activities:

- Stand-and-speak exercise (random topics)
- Rejection therapy mini-exercise
- Affirmation and visualisation session

Take-Home Material: Confidence building daily exercise card

SESSION 11: SELF-INTRODUCTION MASTERY**Theory & Concepts:**

- The 30-second, 1-minute, and 2-minute intro formats
- Structuring your story: Hook, body, close
- Adapting introductions for different settings

Practice & Activities:

- Write and deliver 3 versions of your intro
- Peer feedback and refinement
- Video recording for self-review

Take-Home Material: Self-introduction script templates

SESSION 12: VOICE MODULATION & TONE CONTROL**Theory & Concepts:**

- Pitch, pace, pause — the 3Ps of voice
- How tone affects perception
- Projecting authority vs warmth

Practice & Activities:

- Reading passages with different emotions
- Volume control exercises
- Storytelling with voice variation

Take-Home Material: Voice modulation practice passages

WEEK 5 — SOCIAL ETIQUETTE ESSENTIALS**SESSION 13: PHONE, EMAIL & DIGITAL ETIQUETTE****Theory & Concepts:**

- Professional phone answering and calling etiquette
- Email writing basics: Subject, greeting, body, close
- WhatsApp and social media professionalism

Practice & Activities:

- Mock phone call exercises
- Email drafting and peer review
- Social media profile audit

Take-Home Material: Email templates & phone scripts

SESSION 14: GREETING PROTOCOLS & SOCIAL BEHAVIOUR**Theory & Concepts:**

- How to greet in formal, semi-formal, and casual settings
- Introduction protocols: Who introduces whom?
- Small talk: Starting and sustaining conversations

Practice & Activities:

- Greeting role-play scenarios
- Small talk speed dating exercise
- Networking simulation

Take-Home Material: Small talk conversation starters list

SESSION 15: BEHAVIOUR AT EVENTS & PUBLIC SETTINGS**Theory & Concepts:**

- Restaurant and cafe etiquette basics
- Behaviour at weddings, parties, and formal gatherings
- Managing awkward social situations gracefully

Practice & Activities:

- Restaurant simulation exercise
- Social event role-play
- Awkward situation resolution game

Take-Home Material: Social etiquette cheat sheet

WEEK 6 — INTEGRATION & TRANSFORMATION SHOWCASE**SESSION 16: COMPREHENSIVE MOCK SCENARIO: PROFESSIONAL SETTING****Theory & Concepts:**

- Review of all modules covered
- Integration: Combining grooming + body language + communication

Practice & Activities:

- Full professional scenario simulation
- Walk in, greet, introduce, converse, exit — full cycle
- Video recording for comparison with Session 1

Take-Home Material: Personal progress report

SESSION 17: COMPREHENSIVE MOCK SCENARIO: SOCIAL SETTING**Theory & Concepts:**

- Social confidence integration
- Handling multiple social interactions simultaneously

Practice & Activities:

- Social event simulation (party/gathering)
- Peer evaluation round
- Confidence scorecard update

Take-Home Material: Social confidence self-assessment

SESSION 18: FINAL ASSESSMENT & GRADUATION**Theory & Concepts:**

- Transformation review: Day 1 vs Today
- Setting goals for continued growth

Practice & Activities:

- Final self-introduction (recorded)
- Before/after video comparison viewing
- Certificate ceremony and feedback session

Take-Home Material: Certificate of Participation + Personal Growth Plan

STUDY MATERIALS & RESOURCES

Printed Study Kit

- Session-wise course booklet with theory notes and exercises
- Grooming standards visual guide (laminated)
- Body language quick reference cards
- Grammar correction workbook
- 50 Power Words flashcard set
- Pronunciation guide with phonetic spellings

Practice Worksheets

- Self-introduction script templates (3 formats)
- Interview question-answer preparation sheets
- Email writing templates (professional scenarios)
- Daily grooming audit checklist
- Wardrobe essentials and capsule wardrobe planner
- Weekly self-assessment forms

Digital Resources

- Access to Avecura student WhatsApp group for daily practice
- Curated YouTube playlist for pronunciation and fluency
- Recommended reading list for communication skills
- LinkedIn profile optimisation guide (PDF)
- Video recordings of mock interviews for self-review

Assessment & Certification

- Session 1 baseline video recording (personal reference)
- Mid-course progress report with trainer feedback
- Final assessment scorecard with detailed evaluation
- Avecura Polish Certificate upon completion
- Personal growth roadmap for continued development

ASSESSMENT & EVALUATION CRITERIA

CRITERIA	WEIGHT	EVALUATION PARAMETERS
Professional Image & Grooming	20%	Dress code adherence, personal grooming standards, overall visual presentation
Communication Skills	25%	English fluency, grammar accuracy, vocabulary usage, pronunciation clarity
Body Language & Presence	20%	Posture, eye contact, gestures, confidence in room entry and social interaction
Social & Professional Etiquette	15%	Dining behaviour, event etiquette, phone/email professionalism, greeting protocols
Confidence & Self-Presentation	20%	Self-introduction delivery, public speaking ability, interview performance, stage presence

GRADING SCALE

90–100%	Distinction	Exceptional transformation across all parameters
75–89%	Merit	Strong improvement with consistent performance
60–74%	Pass	Satisfactory progress with room for continued growth
Below 60%	Reassessment	Additional sessions recommended before certification



Walk in with Potential. Walk out with Presence.

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