

# SAKSHAM

## Life Skills Mentoring Program



Knowledge Matters



**GLOBAL KNOWLEDGE WORKS**

IIT-IIM Alumni Company Present in 25 Cities

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# WHY LIFE SKILLS MENTORING ?



With changing times, the skills required to succeed in the world are changing fast. There used to a time not long ago where seniority of a professional was gauged by the thickness of visiting cards folder. Now, the visiting cards are becoming obsolete. The functional and industry experience that used to be in brains and grey hairs is now available at click of a button in web world. The jobs are changing every 10 years, the coding languages changes faster than clothes. In coming years, this change is only going to get faster.

**ASK  
YOURSELF**



Are you conditioning yourself to be adaptable to these rapid changes in future?

Are you ready for it?



# WHY US ?

## BEEN THERE DONE THAT

There may be few cases where coaches who were great without being great players themselves. But other than these exceptions, best coaches/ mentors are those who have seen that success. The best corporate coaches, Sports coaches are those who turned coaches after decent experience in top positions and situations.

GKWORKS (**SAKSHAM**) team comprises of exactly these people. The founders, Mr. Vivek Gupta & Mr. Rahul Krishna, with their team, have been at top positions in their respective fields before joining hands for this venture. They all have been to top universities across the world and worked with best organisations in senior most positions Top civil servants, Top legal practitioners, top Chartered accountants, top architects and many other professionals from various domains are associated with GKWORKS team to offer holistic mentoring to people as per their career needs.



VIVEK GUPTA



RAHUL KRISHNA

“

Great Leaders are not born; they are coached, prepared and groomed. Our flagship program helps develop the innate skills required to thrive in a modern competitive world. The program aims to transform the existing raw talent into professional competencies required for success in career and in life.

Mr. VIVEK GUPTA  
MASTER COACH

”

# WHICH SKILLS ARE REQUIRED?

Learn the tricks of the trade to get that winning edge. Our belief systems drive our thoughts which in turn initiate our actions. However, over a period of time, our beliefs are stuck in time which needs upgradation & reconfiguration just as our software systems needs upgrades. We hire CA's for our finances. We consult doctors for our health. Why not hire mentors/coaches for our lives? Remember only professionals have coaches. Learn these specialized concepts from the master coach, Vivek Gupta and his team.

## GROUP 1 (Grade III-IV-V)

1. Leadership Skills
2. Value & Ethics
3. Economic Sense
4. Teamwork
5. Empathy
6. Critical Thinking Skills
7. Communication Skills
8. Environmental Skills

## GROUP 2 (Grade VI-VII-VIII)

1. Leadership Skills
2. Value & Ethics
3. Economic Sense
4. Teamwork
5. Empathy
6. Critical Thinking Skills
7. Communication Skills
8. Environmental Skills
9. Smart Consumer Skills
10. Research & Analysis
11. Social Media
12. Decision Making
13. Goal Setting
14. Negotiation Skills

## GROUP 3 (Grade IX-X)

1. Leadership Skills
2. Value & Ethics
3. Economic Sense
4. Teamwork
5. Empathy
6. Critical Thinking Skills
7. Communication Skills
8. Environmental Skills
9. Smart Consumer Skills
10. Research & Analysis
11. Social Media
12. Decision Making
13. Goal Setting
14. Negotiation Skills
15. Personal Finance
16. Creativity & Innovation
17. Entrepreneurship
18. Collaborative Skills
19. Self learning



# WHICH SKILLS ARE REQUIRED?

As we grow new skills to be required and more depth to be attained in older skills.

## GROUP 4 (Grade XI-XII)

1. Leadership Skills
2. Value & Ethics
3. Economic Sense
4. Teamwork
5. Empathy
6. Critical Thinking Skills
7. Communication Skills
8. Environmental Skills
9. Smart Consumer Skills
10. Research & Analysis
11. Social Media
12. Decision Making
13. Goal Setting
14. Negotiation Skills
15. Personal Finance
16. Creativity & Innovation
17. Entrepreneurship
18. Collaborative Skills
19. Self learning
20. Global Citizenship
21. Self Management
22. Personal Branding
23. Networking Skills
24. Planning & Organization

## GROUP 5 (UG Students)

1. Leadership Skills
2. Value & Ethics
3. Economic Sense
4. Teamwork
5. Empathy
6. Critical Thinking Skills
7. Communication Skills
8. Environmental Skills
9. Smart Consumer Skills
10. Research & Analysis
11. Social Media
12. Decision Making
13. Goal Setting
14. Negotiation Skills
15. Personal Finance
16. Creativity & Innovation
17. Entrepreneurship
18. Collaborative Skills
19. Self learning
20. Global Citizenship
21. Self Management
22. Personal Branding
23. Networking Skills
24. Planning & Organization
25. Work Environment
26. General Awareness



We believe that this the most impressionable age at which the inner thought process of a child is built. Also, from the development perspective, this is the time when independent behaviour starts kicking in. Here the child decides does he have to toil too hard to survive or he can just while away his/her time with the riches earned by parents.



## END GOAL

Choosing the right stream in class XIth and doing enough homework to achieve bigger goals in life.



## SKILLS TO BE DEVELOPED

1. Problem Solving- Glimpse of Scientific way of thinking and living.

Don't get bogged down by problems, develop problem-solving attitude rather than fear of unknown.

2. Logical Reasoning/Mathematics- The source of strength.

Logical reasoning is the skill to analyze any situation with reason rather than only emotions.

3. Self-learning- Learning is a skill too!

We are habitual of teachers tutoring us on various subjects/topics. We can't rely on teachers for every small learning of life. There is a need to develop the art of self-learning.

4. Written & Verbal Communication- The basics of Language.

Communication is a very important skill. Sharing thoughts in a crisp & clear manner to others is required on a day to day basis.

5. Insights Finding- Why facts are not enough?

Facts present the final outcome. Sometimes, what they don't represent is the reason behind it. It is important to go deep into reasons to find the real drivers.

6. Basic Understanding of Money- Why we work? /Concept of Money and Wealth.

Understand the concept of money, budget & wealth. Money needs to be spent judiciously. Understanding the concept of value for money.

7. People Interaction- Psychology of Interaction.

Human are not machines. We need to be tactful while interacting with people. Honesty should be reflected in your deeds but you need to be diplomatic while dealing with a human.

8. Self-confidence- Why is confidence like salt?

It's presence is not felt but it's absence is dangerous. Have the self-confidence to achieve anything.

9. Personal Health regime- The power of energy management.

We all know a healthy mind lives in a healthy body but how serious are we? Can we ingrain a basic health regime?

10. Personality & Appearance/Social Etiquettes- Personality can be developed.

A pleasing personality coupled with well tones physique gives inner confidence and external validation.

11. Decision Making Process- It's science. Believe it or not!

Contextualizing the situations and then acting. Principles are rigid but their application is flexible.





## ACTIVITIES TO BE CONDUCTED

1. Ideal career test/ Stream selector test analysis
2. Exploration of various careers with respect to the chosen stream
3. Exploration of New Age Careers
4. Tips to study effectively for board exams
5. Internet Skills - Hazard of using the internet (Cyber Safety & Cyber Bullying)
6. Guiding & supervising Participation in Intra School Extra-curricular activities
7. Guiding & supervising Participation in Inter School Extra-curricular activities
8. Exploration and Know How's of Various competitive exams
9. Health Regime
10. Decision making process
11. Either this or that situations



## METHODOLOGY

1. Scheduled 24 Sessions with a mentee of 1 hour each. (or 18 sessions of 1.5 hours each)
2. Every session with mentee has a follow-up call scheduled with parents/guardian.
3. Mentorship mode is face to face, phone, skype and chat.
4. Mentee and parents have access to mentors beyond scheduled sessions too.

Especially in India, these years are most important from an academic perspective. The scores obtained in the higher secondary examination are criteria for admissions in top universities in India or abroad. The entrance exams preparation for medical, engineering, law, fashion and other such traditional courses happen along with high school studies. But what we don't appreciate that these years are also equally important for resume building from a school perspective. The extra-curricular activities participated in these years carry a lot of weightage throughout your career.



## END GOAL

Getting into best possible university for higher education in India or Abroad.



## SKILLS TO BE DEVELOPED

1. Relative Competition- You need to be better than others.

Making students understand the concept of relative competition. Only best get the best.

2. Sales Skills- Everyone is a Salesman.

We sell from morning to night both in personal and professional life. Whenever you are convincing someone to accept your point, it is sales.

3. Problem Solving- Glimpse on Scientific way of thinking and way of life.

Don't get bogged down by problems, develop problem solving attitude rather than fear of unknown.

4. Basic Financial Skills- Managing Money/Cost-Benefit Analysis

Understand the concept of money, budget and wealth. Money needs to be spent judiciously. Understanding the concept of value for money.

5. Cross-Cultural Experience- Concept of a global village.

People from different culture work & behave differently. In globalized world, we need to understand and appreciate this difference.

6. Basic Digital Marketing Skill- If you are not present digitally, you are dead.

Digital presence, both personal & professional, is not a choice. FB, Twitter and Instagram are the biggest marketing platforms of the world. People buy a book after reading online reviews.

7. Basic Cloud Technology S.skills- Communication, Efficiency all driven by technology

Cost pressure is everywhere. Basic technology understanding is essential for any person or business to be efficient.

8. Written & Verbal Communication- Putting it right!

Communication is a very important art. Sharing your thoughts in a crisp & clear manner to others is required on a daily basis.

9. Insights Finding- Why facts are not enough?

Facts present the final outcome. Sometimes, what they don't represent is the reason behind it. It is important to go deep into the reasons to find real drivers.

10. Logical Reasoning/Mathematics- The source of strength.

Logical reasoning is the skill to analyze any situation with reason rather than only emotions.





11. People Interaction- Human Beings are not machines.

Human are not machines. We need to be tactful while interacting with people. Honesty should be reflected in your deeds but you need to be diplomatic while dealing with people.

12. Self-Confidence- Why is confidence like salt?

It's presence is not felt but it's absence is dangerous. Have the self-confidence to achieve anything.

13. Self-learning Attitude- Learning is a skill too!

We are habitual of teachers tutoring us on various subjects/topics. We cannot rely on teachers for every small learning of life. There is a need to develop the art of self-learning.

14. Personal Health Regime- The power of energy management.

We all know a healthy mind lives in a healthy body but how serious are we? Can we ingrain a basic health regime?

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A pleasing personality coupled with well tones physique gives inner confidence and external validation.

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8. Exploration and Know How's of Various competitive exams
9. Campus Tour - college of national reputation
10. Resume Building
11. Higher Education - India / Abroad Exploration & Guidance
12. Decision-making process
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4. Mentee and parents have access to mentors beyond scheduled sessions too.



Start of adulthood, this is the time when student come out of parent's shell and face the real world. Due to the stiff competition in India, student may not have got the desired University after school. But how to do the best in the given circumstances & still get a great career ahead? What can be done beyond UG University to come at par with other students is the challenge.



## END GOAL

Getting into best institutes or higher education in India or Abroad/getting dream job.



## SKILLS TO BE DEVELOPED

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We sell from morning to night both in personal and professional life. Whenever you are convincing someone to accept your point, it is sales.

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## ACTIVITIES TO BE CONDUCTED

1. In Office Internships, Virtual Internships
2. Know how's of Digital Skills - Making an Online Blog & Blogging
3. Know how's of Digital Skills - Making a YouTube Channel & Video
4. Enrolment & Registration in an Online short term certification course
5. Exploration and Know How's of Various competitive exams
6. Resume Building
7. LinkedIn profile
8. Business Communication - Office Etiquettes
9. Professional Email Writing Skills
10. In College/Inter College - Academic Extra-Curricular Activities Guidance & Supervision & Progress
11. In College/Inter College - Non - Academic Extra Curricular Activities Guidance & Supervision.
12. College Project supervision & guidance
13. Higher Education - India / Abroad Exploration & Guidance
14. Govt/Other Competitive Exams Exploration & Guidance
15. Job Interview Preparedness - Landing through Job
16. Advanced Cloud Technologies Know How's
17. Advanced Digital Technologies Know How's
18. Health regime

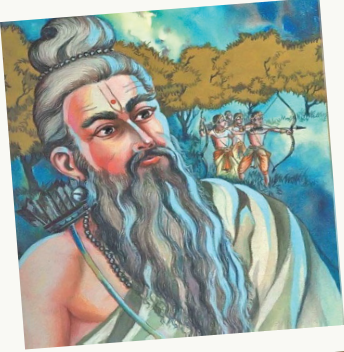


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# Famous Mentor-Mentee Duo



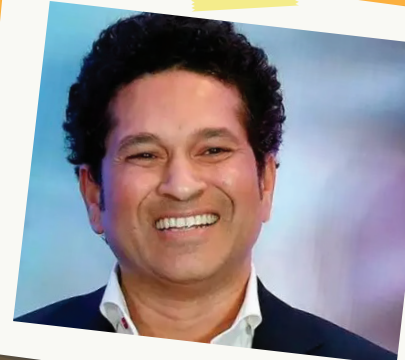
Dronacharya-Arjun



Pandit Birju Maharaj  
- Madhuri Dixit



Ramakant Achrekar  
- Sachin Tendulkar



# Famous Mentor-Mentee Duo



Iboncha Singh  
- Mary Kom



**Choose what is right for you...**

# ACTIVITY DETAILS ACROSS GROUPS



## Advanced Cloud Technologies Know How's

Practical Knowledge of:

1. Google Docs
2. Drop Box
3. Skype Meetings
4. GoTo Meetings

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## Advanced Digital Marketing Skills

Practical Knowledge of:

1. Creating blogs
2. SEO
3. SMM
4. Content marketing

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## In office internships with top brands in:

Sales  
Operations  
Human Resources  
Social Enterprise

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## Work from internships

Content writing  
Designing  
Marketing

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## Extra academic courses

Courses as per student group and profile  
Online and offline courses

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## Campus Tours

DTU  
IIT Delhi  
Hindu College  
IP University

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## Financial Skills

Understanding the principle of ROI  
Concept of minimum wages  
Basic taxation like GST and Income Tax  
Discounting and percentages

Detail of  
Activities



## **Resume Building/ SOP**

Essential things in resume  
30 second introduction

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## **Health Regime**

BMI management  
2.5 KM running in 10 minutes principle

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## **Social Alignments**

Teaching under privileged kids  
Blood donations

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## **Decision makes situations:**

Define criteria's of decision  
Weighted criteria

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## **Social Media and Network**

Understanding difference between friends, colleagues & acquaintances  
Understanding 3 expected benefits of any relationship

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## **Creative Skills**

Play a musical instrument  
Pick up a foreign language

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## **Basic IT Skills**

Microsoft PowerPoint and Excel  
Internet Skills

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## **Communication**

Verbal communication skills and etiquettes  
Written communications: Emails and letters

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## **Understanding Competition**

Percentile vs percentage competition  
Relative and absolute competition

Detail of  
Activities





# Tricks of the Trade

(specialized concepts to get that winning edge)

## 1. Blue collared Syndrome- What's stopping us? Follow or Unfollow!!!

The success is yours, it does not depend upon the management or boss. You are your own boss and you are the CEO of your career.

## 2. Realization of hidden capital- Identify your hidden assets?

Financial or emotional, identify the assets in your life and use them optimally.

## 3. Love for corporate designations- Does it matter?

Labels catche fancy but hide the truth of job satisfaction, skill development & responsibility spectrum. They hide more than they reveal.

## 4. Social Media- How to avoid peer pressure?

The biggest generator of dissatisfaction in life is seeing the success and happiness of others. So act smartly

## 5. Social media is Free- They are products that you are consuming for free.

Understanding that FB/ Instagram/ Twitter are not charitable organisations.

## 6. Success & Happiness are two different things- One non-mathematical equation to change your perspective of life.

You can be happy without being successful, you can be successful and not happy and you can be both. What do you want?

## 7. Understanding Revenue and Cost Equation- Science of Profits.

Communication is a very important art. Sharing your thoughts in a crisp and clear manner to the other person is required on a day to day basis.

## 8. 8 hrs of Productive/Efficient Work- Differentiates between successful and other people.

24 hours are the same for everyone but productive hours are not. How one can lay the foundation of productivity?

## 9. Introducing yourself in 30-60 seconds- Personal Elevator Pitch.

What to say in the first 2 minutes in any conversation set the tone for rest of the discussion.

# Tricks of the Trade

(specialized concepts to get that winning edge)

10. **Biggest myth: Only sales people have targets- The science behind goal setting.**  
Setting targets lead to discipline even in personal life. In Professional life, even office help have targets though not very apparent.
11. **Leaving tasks on the last day of deadline- Theory of competitive reality.**  
Always think about the worst case scenario before deciding the deadlines/timelines.
12. **Relative and absolute competition- Theory of competitive reality.**  
Till class XIth, we live in absolute competition but the real word is relative competition.
13. **Getting out of last generation influence- Learn but not blindly follow.**  
Times are changing much faster than people generation. What worked in father's generation is now obsolete, understand this
14. **Fixed investment and variable investment- The math of business.**  
Few businesses need high fixed investments and others small. What is the right strategy?
15. **Understand depreciating assets- Rent them or own them!**  
Depreciating assets don't add wealth, they consume. So be smart and practical while buying depreciating assets like Cars.
16. **Power of being Reasonable- Doubt is good.**  
How a little dose of doubt goes a long way in determining the power of moderation and balance needed in so many pursuits. Is confidence, therefore, hyped or even exaggerated? Find out the real reasons.
17. **Ambition or Passion- Choose your path**  
Make choice what you wish to do in life and stand with your decision.
18. **Cabin is no place to sleep- The price of success.**  
Getting a cabin in workplace is the dream for many people. Need to understand that it is not a privilege but a responsibility. With great power, comes great responsibility.



# Testimonials

## **Karan Jain: MSC in International Management, Strathclyde Business School, UK**

I consider Vivek Sir as my mentor, friend & guru. I came in contact with him after returning from the UK after my masters. Very confused, I read his book 'Be THE CEO of your Life' first. Once I read that book, 50% of my concerns were gone. I thought to contact him and he was very receptive. It has been 4 years now that I am his mentee. I take his opinion on all our business as well as my personal matters.

## **Dishank Rajput: BBA, IITM (IP University)-2015-2018**

I am a Delhi guy who completed my BBA from IP University. I came in contact with Vivek Sir during my final year and became his mentee. He helped me with anything and everything. The monthly interactions with him gave me a lot of clarity for my career and life.

## **Yatin Bansal, Father of Nikunj Bansal (Appeared for Class Xth board exams in 2019)**

My son Nikunj is versatile in talent. Coming from a traditional background, I always thought medicine, engineering or CA to be only careers from an academic perspective. Vivek Sir opened my eyes towards different talents of Nikunj. He is a creative guy with great visualization abilities. His fashion sense is also extraordinary at such a young age. Now, as he appears for board exams in 2019, he is taking Humanities as subject and looking for a career in creative fields such as fashion designing, interior designing etc. Next 2 years are going to be exciting where he shall explore all creative careers in details under Vivek Sir guidance.

## **Arun Gupta, Father of Tanya Gupta (Appeared for Class XIIth board exams in 2019)**

I mandated Tanya to take non-medical sciences 2 years back looking at success and pay packages of software engineers coming in Newspapers. I never thought of checking the inherent skills of my daughter. After she failed to a bag seat in any top engineering college, I was dejected and met Vivek Gupta. After talking to my daughter for 30 minutes supported by career test, he discovered talent and choice of my daughter, media and journalism. As I write this testimonial, She is preparing for entrance examinations for mass communication courses. Vivek Sir is now a regular mentor of Tanya and is guiding her regularly.

# Vivek Gupta



PGDM-IIM Bangalore (2002-2004), B tech-Delhi College of Engineering (1996-2000)

Vivek Gupta held senior positions in Coca Cola, American Express and an education start-up, Studyplaces.com. He has worked with Shiksha.com and askmebazaar.com in the fields of business development and operations. He has authored books and training materials and provided counseling and coaching classes for students and newcomers to make their career. Vivek did his education in B.Tech from DCE and MBA from IIM Bangalore. He aspires to contribute to benefit the society at large. Therefore, along with his successful corporate career, Vivek has always been associated with coaching and counseling students. He has delivered training sessions on various subjects in colleges and universities across India. Vivek has authored two highly effective books, one for MBA aspirants and other for career options, aptly titled "Crack the CAT" & "Be the CEO of your life" respectively. He was the first CEO of a social venture in underprivileged education space, Naandi Education Support and Training Pvt. Ltd. which is funded by Michael & Susan Dell Foundation and Anand Mahindra. Currently, Vivek is leading Global Knowledge Works ([www.gkworks.in](http://www.gkworks.in)).



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