



MENTORING & NURTURING

www.mateandmentor.in

OUR SERVICES FOR EDUCATIONAL INSTITUTIONS

Teachers Training
Career Counselling
Psychological Counselling
Soft Skills training
Parents-School relationship, SMS Software
Animation, Documentary & Social Media Promotion



OUR CONTENTED CLIENTELE INCLUDES

UNICEF
IIM, Lucknow
Lucknow Public Collegiate
Lucknow Public School
Loyola International School
Sacred Heart School
Georgian's Academy



OUR TEAM



Kashif Zuberi
(I.T. Head)



Dr. Saranjeet Kaur
Senior Psychologist
& Trainer



Dr. Anjali Gupta
Senior Psychologist



Shajaul Hasan
Career Counsellor
& Trainer



Kamil Nadeem
Trainer



Shreya Srivastava
Counsellor



Diksha Grover
Career Counsellor
& Trainer

TRAINING (PRE PRIMARY TEACHERS)

Teaching Methodology

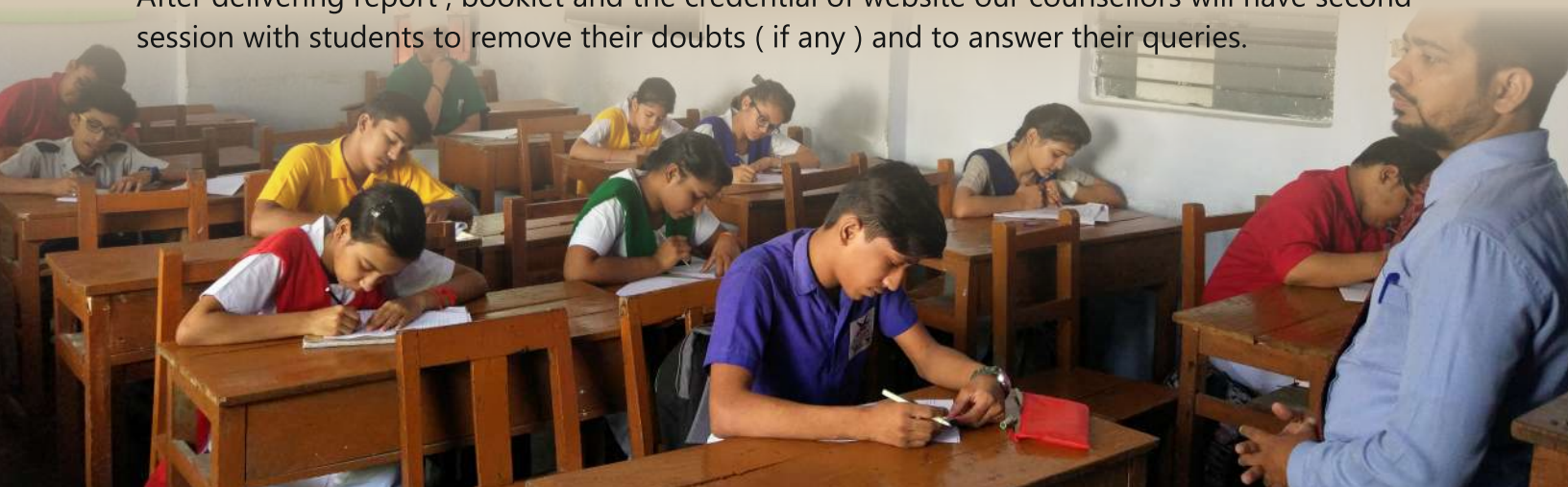
- Objectives and goals of the Pre-Primary age group
- How to welcome children
- Assembly
- Co-operative games
- Experiments (Heavy, light, Germs)
- Recap
- Story Narration
- How to introduce letters
- How to introduce numbers
- Phonetic
- Maths practice methods
- Exercise of practical life
- Social life in the class
- Social life outside of the class
- Chest of drawers
- More maths practice
- Picture composition
- Web topics and their applications
- Dispersal time
- List of things related to above points
- Class presentation Programme and its preparation
- Inter sections competitions
- Teaching activities



CAREER COUNSELLING



- **SEMINAR ON CAREER COUNSELLING**
Explaining importance of career counselling and different steps of this process
- **CAREER/STREAM SELECTOR TEST**
Psychometric tests for assessing aptitude, interest and personality of students.
- **PRE REPORT ONE ON ONE CAREER COUNSELLING**
In the field of counselling, the purpose of any test or tool is to help counsellor it cannot replace the role of a counsellor. This interaction is to manually assess aptitude, interest and personality of students.
- **SELF HELP CAREER BOOKLET**
This booklet is a useful takeaway for students; it contains nearly all the important career options for students of PCMB, PCM, PCB, Commerce and Humanities group.
- **REPORT DISTRIBUTION**
A detailed report will be given to all the students as a second take away . This report will suggest best suitable stream/Career to the student on the basis of his/her Aptitude, personality and interest.
- **ACCESS TO INFO BANK**
We will provide credential of our website to all the students as the third take away. This website contains all possible information about the suggested career and its pathways. Please contact us for demo.
- **ONE ON ONE POST REPORT CAREER COUNSELLING**
After delivering report , booklet and the credential of website our counsellors will have second session with students to remove their doubts (if any) and to answer their queries.



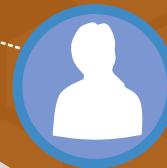
*Armed Forces
is a good career*



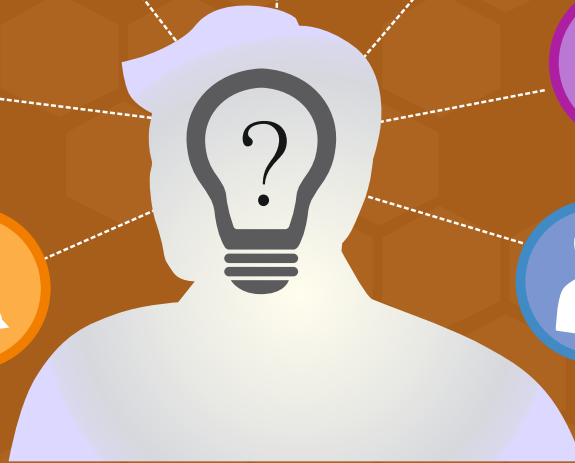
*You are born
for management.*



*You can think
about acting
school.*



*Your marks
are suitable
for engineering.*



*School of Design,
is simply great.*



*Beta, just choose
any career
with big salary.*



*Bro, Let's plan
for USA.*

PSYCHOLOGICAL COUNSELLING



- **ICE BREAKING SESSIONS**
Our counsellor will have group sessions to initiate his/her relation with students.
- **ONE ON ONE SESSIONS**
Our counsellor will have one on one sessions with students to assess the issues (if any)
- **CONFIDENTIAL REFERENCE FORMS COLLECTION**
Our counsellor will distribute a well designed reference form to all the teachers. This form is designed to get the data of students with some behavioural problem. Teachers will refer such students of their class and give these forms back to counsellor.
- **COUNSELLING SESSIONS WITH REFERENCES AND PROGRESS LOG MAINTENANCE**
Our counsellor will have one on one sessions with references.
He/she will maintain a confidential progress log/report of all the references . This report on pre designed format will contain details of all the sessions with references.
- **USING TESTS AND TOOLS**
Mate and Mentor has a rich lab of different tests and tools related to psychological counselling. We use these tests and tools with the help of senior psychologists in our team .
- **VISIT OF SENIOR PSYCHOLOGISTS OF OUR TEAM**
Senior psychologists of our team will visit your school whenever required.





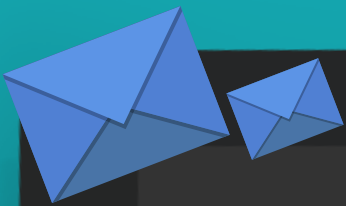
SOFT SKILLS TRAINING

- Effective communication skills
- Confidence Building
- Grooming and Appearance
- Social Etiquettes
- Time Management
- Stress Management
- Leadership
- Goal Setting
- Interviewing Skills
- G.D. Preparation
- Resume Building
- Official Letter Writing
- Job Searching Tip
- Interpersonal Sills
- Intra Personal Skills
- EQ
- Customer Service

Fast Track English Grammar and Conversation course

- **GRAMMAR**
Parts of Speech
Noun, Pronoun, Verb, Adjective, Adverb, Preposition Conjunction, Interjection Parts of Sentence Types of Sentences Tenses
- **VOCABULARY**
Focussing on words used in educational institution
- **PRONUNCIATION**
- **PUBLIC SPEAKING AND INTERACTION**
Group discussions and conversation
- **TIPS AND TECHNIQUES**





SMS SOLUTION TO BRING PARENTS & SCHOOL CLOSER



YOU CAN SEND SMS TO

- Individual student
- All the students of a section
- All the students of all the sections of a class
- All the students of the school
- Individual teacher
- Group of teachers
- All the teachers

TRANSACTIONAL SMS

For communication with Parents and teachers we use transactional SMS with following features

24X7 Deliveries

Delivery on DND (Do not disturb) numbers

Sender ID (6 characters code of school)

NO NEED TO TYPE MOBILE NUMBER OR SMS

For sending SMS one need not to type mobile number or sms, everything is taken care and it will be fetched from database.

IMPORT/EXPORT STUDENTS

At any point of time all the information of students can be imported in software by Excel file or can be exported in an excel file

UPGRADE STUDENT(S)

Need not to do data entry for each new session software has perfect system for upgrading students and their data for each new session. It will take care of failed students as well as students who need to change their section .





VEHICLE UNAVAILABILITY INFORMATION

If any school vehicle is unavailable, need not to worry about sending its information to parents ,only choose vehicle number from dropdown list, an SMS about its unavailability will be automatically sent to parents of those students who use that particular Bus/Van/Auto.

BIRTHDAY SMS (NO NEED TO REMEMBER BIRTHDAYS)

Greet students as well as their parents on their birthdays, software automatic make such list on daily basis you only need to allow software to send such SMS daily.

SEND SMS FOR

- Absent Students
- Test /Exam below average performance
Test/exam absent
- Uniform
- Discipline Warning
- Parent-Teachers Meeting
- Half day
- Fee notice
- Unscheduled holiday
- Function Invitation
- Incomplete home work
- About lunch
- Particular book /notebook request
- Tour
- Parents diary signature
- Other contribution
- Test/Competition notice
- School Timing
- Appreciation
- Library book
- Extra Class



CREATE MORE EVENTS AND TEMPLATE FOR SMS

Software contains 15 events like (Absent, Uniform, Late etc.) and SMS templates for all events, but for making it more flexible we have given an option for adding any new event and its template any time by user

ANIMATION, FILM & SOCIAL MEDIA PROMOTION

Videos are Engaging, Persuasive and have better Retention Value. With a fast pace business scenario, it's becoming difficult to spend time and energy in trying to understand what a company does. Whereas people are more than willing to watch a 2-3 minute video which can provide an overview of the company.

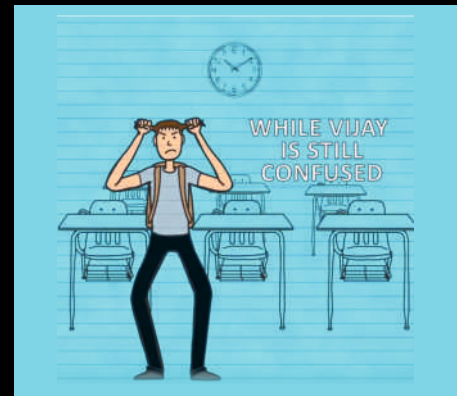
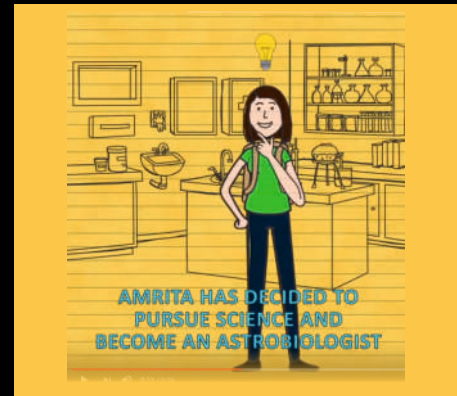
Whether it is a service, product, brand or company you wish to promote, we listen to your ideas and take on board the ethos and culture of your organisation, incorporating these factors into the finished film.

SOCIAL MEDIA

The World has gone social, don't get left behind. Having a Facebook brand page is a natural progression for your business. It is also a great way to offer a front-end communication system to your (future/current) consumers. Professional Social Media management is an important and valuable tool for social awareness and growth. Setting up a new business or organization Facebook page is just the first step. Unless you are a huge brand like Coca-Cola or Ford, chances are nobody will find your page without some serious promotion and marketing. A page also needs to be attended to constantly; not only to create new and attention-grabbing posts but to monitor comments and statistics as well. Without this attention to detail, you can lose hundreds, if not thousands of prospective customers.

WEBSITE DESIGNING

We take professional website services to the next level, making it affordable, high-quality design and fast turnaround using HTML5. You can Expect Stunning Designs!





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