

## **Personality and Skill Development Course** *(2 Weeks – 2 hrs per day)*

### **Course Topic**

1. Communication Skills
2. Microsoft Office Package – Brush Up
3. Presentation Skills
4. Writing Skills – resume writing, cover letter writing, proposal writing, report writing
5. Interview Preparation – Mock Interview Sessions
6. Preparing for the Job Market
7. Q & A Feedback

### **Training Methodologies**

1. Pre Training Analysis
2. Facilitative and Participatory understanding exercises
3. Experience sharing
4. Interactive learning games
5. Group interaction
6. Video/Picture presentation
7. Post training support

### **Training Objective**

To help students unleash their dream career by getting acquainted with the etiquettes required by the employers.

**Course Fee Rs. 2000/- Per Person**

## Detail Syllabus

- 1. Communication Skills** **4 hrs**
  - Basics
  - Barriers
  - 7 C
  - Process Do's & Don'ts
  - Telephone Etiquettes
  - Listening Skills
  - Questioning
  
- 2. Microsoft Office Package – Brush Up** **4 hrs**
  - How to design proposal and reports – Cover Page, header, footer?
  - How to make a PowerPoint slides attractive for presentations?
  - Use excel for charts and graphs
  - Tips and tricks to perfect Word, PowerPoint and Excel
  
- 3. Presentation Skills** **4 hrs**
  - Introduction
  - Presentation Topic
  - Planning
  - PowerPoint Design
  - Practicing
  - Mentor
  - Getting Ready
  - Presenting
  - Handling Q's
  - Conclusion
  
- 4. Writing Skills – resume writing, cover letter writing, proposal writing, report writing** **4 hrs**
  - Clear and Concise Writing
  - How to write a proposal?
  - How to write a report?
  
- 5. Interview Preparation** **4 hrs**
  - Interview – What, When, Why and How?
  - One on One Virtual Job Interview Sessions
  
- 6. Preparing for the Job Market** **2 hrs**
  - Current job market scenarios – knowing broader picture
  - Getting prepared for your next job
  
- 7. Q & A Feedback** **2 hrs**