

FINAL YEAR STUDENTS' WORKSHOP
SOFT SKILLS - PLACEMENT TRAINING **MODULES**

TRAINING - MODULES

HOUR	-	1	Ice Breaking Session
HOUR	-	2	Resume / C V Preparation
HOUR	-	3	Grammar /Functional English (All topics brush up)
HOUR	-	1	Listening Skills
HOUR	-	3	Speaking Skills
HOUR	-	2	Body Language (Dress sense , Sitting postures)
HOUR	-	1	Change Management
HOUR	-	1	Attitude
HOUR	-	2	Etiquette(E-mail/Telephone/Social)
HOUR	-	2	Phonetics(Basics)/Intonation
HOUR	-	1	Team Building / Activity
HOUR	-	2	Organizational culture/Behavior

TRAINING - MODULES

HOUR	-	2	Presentation Skills
HOUR	-	2	Leadership Skills
HOUR	-	2	Drafting Skills-Formal letters & Informal letters
HOUR	-	2	Interview Skills
HOUR	-	2	Debate (Activity)
HOURS	-	2	Group Discussions (Activity)
HOUR	-	2	JAM (Activity)
HOURS	-	3	Mock interviews (Activity)
HOURS	-	2	Writing Skills
HOURS	-	3	Role plays (Activity)
HOURS	-	3	Stress/Time/Anger Management
HOURS	-	3	Assessment