

Certificate course on Life Skills & Aptitude

Duration -30 hrs.(10days)

Eligibility- 11th,12th, FYBCOM, SYBCOM, TYBCOM, MCom, BBI

Syllabus

30.Hrs. of high impact workshop by industry expert on Soft Skills and Communication.

Topics of certificate course are mentioned below:

Sr.No.(Day)	Main topic	Sub topic	Objective
Day -1	Introduction	Introducing the Connect with Work program	What is in it for me? Understanding the objective of the Life Skills Program
		Online Image	Building a strong impression online and sustaining online credibility
Day -2		Self Awareness	To Know your personality through an MBTI
		Grooming	To study corporate grooming habits (The right attire)
		Body Language	To imbibe the right body language for a professional environment
Day -3	Interview Skills	Confidence	To increase self-belief and faith in one's own abilities
		Interview FAQs	Learn to face frequently asked interview questions
		Resume	To understand how to handle interview rejections and come back from set-backs
Day -4		Values	An introduction to values in a corporate environment
		Ownership	To learn how to be accountable and own tasks, projects etc
		Respect	To understand the importance of respect as a critical corporate value
Day-5		Teamwork	To understand collaboration and its importance in the corporate world
		Auto-didacticism	To leverage self-learning and self-directed education
		Flexibility	To learn how to be flexible while playing multiple roles

Day -6	Corporate Readiness	Time Management	To improve effectiveness at work and achieve a balance
		Stress Management	To understand how stress can be managed and to lower depression
		Positive Attitude	To take the step towards positive success by adapting the right approach
		LinkedIn (Profile Management)	To gain knowledge on LinkedIn account management and tips to enhance a profile
Day-7	Mock Interviews & Group Discussions	SWOT Analysis	To Self-evaluate and analyse strengths and areas of improvement
		In basket simulation (Learning Application)	Group Discussion rules and enhance Public Speaking skills (Group Discussion)
			Tips to handle Interviews and be able to create the right impression (Mock Interviews)
	Aptitude		
Day-8	Number System	Simple And Compound Interest	Alphanumeric Series
	Average	Calendars Problems	Blood Relations
	Percentages	Area/Perimeter	Figure Matrix
Day-9	Speed Distance and Time	Venn Diagram	Seating Arrangement
	Probability	Clock Related Problems	Order and Ranking
Day-10	Time And Work	Cubes And Cuboids Questions	Directions
	Profit and Loss	Questions of Boat And Train	Classifications
	Age Related Questions	Ratio And Proportions	Pattern Series and Sequences