

Certificate course on Soft Skills and Written Communication Skills

Duration: 30 hours

Objective:

In the subject of career guidance, a set of soft skills that creates a positive environment which enables a person to obtain a desired job that suits one's qualifications when he seeks a career opportunity. A lot of attention is being paid to these skills and its importance in the present. The module in this course will help the students in their professional as well as their personal life. These skills are not inborn, they need to be developed. This training will enable them to present themselves and their ideas in the best possible ways. It will give them the most practical and realistic approach to face the challenges and cope up with the corporate world. The simple aim of this training session is to help them to acquire all the required skills for their career path.

Course content:

Module	Module content	Content hours
<u>1: Soft Skills and Personality Development skills</u>	<ul style="list-style-type: none"> -Self Confidence -Body Language -Conversation Skills -Dress to success -Assertive Skills -Emotional Intelligence -Leadership Skills -Team Building -Emotional Intelligence -Dining Etiquettes 	10
<u>2: Getting Job ready</u>	<ul style="list-style-type: none"> -Resume writing -Interview Skills -Group Discussion -Business Etiquettes 	10
<u>3: Office Correspondence</u>	<ul style="list-style-type: none"> -All kinds of business letters -Reports -Managing Meetings 	10

