



Pre-Placement Training Syllabus

- 7C's of Communication
- Time management
- "Group Discussion -Basics, Skills assessed in a GD, How to ace a GD"
- Effective Communication
- Email Writing
- LSRW skills
- Virtual Interviews (Do's & Dont's)
- Dos and donts in a GD, Idea generation techniques
- "Building a resume from scratch"
 1. How to write a good and impressive Resume.
 2. Important aspects of an impressive resume.
 3. Sample template"
- Effective communication and presentation skills
- Professional identity on social media
- Interview Mastery
- HR competency questions
- Mock Group discussion
- "Interpersonal and Intrapersonal skill building"
- "Setting and achieving targets"
 1. Ambition, goal, passion and career objective – difference
 2. SMART goals and Action plans"
- Corporate Etiquette
- "Resume Writing -Workshop (Drafting a paper-based as well as a video resume)
 1. Resume writing – Worksheet practice.
 2. 3 stage Resume drafting.