

Course: Crafting Skills for Employability

Course Code: -----

Session: 2019-20

Duration: 8 Weeks

Assessment procedures: Interview (50%) + Presentations (50%)

Curriculum of the Course:

WEEK 1

Session 1: Crafting Employability Skills

- Understanding employability skills and their significance
- Identifying their employability skills with examples and case studies on of employability Skills

Session 2: Soft Skills and Hard Skills

- Basic understanding of Hard Skills and Soft Skills
- Differences between Hard skills and Soft skills
- Significance of Hard Skills and Soft Skills in employability.

WEEK 2

Session 3: Personal SWOT Analysis

- Understand and conduct personal SWOT analysis
- Decipher the significance of SWOT analysis for qualifying interviews

Session 4: Writing Skills/ Writing Your Autobiography:

- Tips/ techniques of effective writing skills for becoming a better writer.
- Writing an autobiography that helps in the preparation of interview.

WEEK 3

Session 5: Body language and Nonverbal Cues/ Introverts, Extroverts & Ambiverts

- The importance of body language for communication.
- To learn and understand types of body language and communication skills in diverse spheres of life.
- To understand the relationship between Body language and Nonverbal Cues of various personality types.

Session 6: Writing Personality Statement/ Resume

- Resume and its types
- The skill of writing an effective resume
- Significance of resume writing.

WEEK 4

Session 7: Interview Skills:

- Interview skills and parameters to improve performance
- Frequently asked interview questions and answers
- Interview types
- Interview attire

Session 8: Presentation Skills

- Presentation and its importance
- Tips and techniques for effective presentation
- Role of Nonverbal communication and para language
- Managing questions and interruptions

WEEK 5

Session 9: GD Skills/ Conducting GD

- Parameters of Group Discussion
- Importance of Group Discussion
- Tips to improve Group Discussion skills

Session 10: Emotional Intelligence

- Emotional intelligence and its types and features
- Benefits of emotional intelligence
- Difference between IQ and EQ
- Significance of emotional intelligence in employability

WEEK 6

Session 11: Positive Attitude:

- Positive attitude and its importance in life
- Tips to create and maintain a positive attitude

Session 12: Leadership Skills- Strategies from Mahabharata: Become your Own Master

- Core leadership skills
- Importance of leadership skills
- Leadership skills and Management skills.

WEEK 7

Session 13: Decision Making / Conducting Meetings

- Decision making and its process
- Importance of decision making
- Process of conducting meetings.

Session 14: Mock Interviews

- Ability and tactics to face interviews
- Tips to face interviews

WEEK 8

Session 15: Presentations by participants

- How to give presentations
- How to face questions asked by the audience.

Session 16: Feedback by Participants

List of students enrolled

S. No	Student Name		
1	Aarti Soni	19	Lalit K. Chandani
2	Abhishek Singh	20	Lavi Mathur
3	Aishwarya Garg	21	Medh Pooja Mahesh
4	Aniket Ranjan	22	Monika Sharma
5	Anshita Jain	23	Paras Panwar
6	Bhishma Pareek	24	Poonam Peepliwal
7	Bhumika Tanwar	25	Poornima Sharma
8	Brijmohan Kumawat	26	Pragati Sharma
9	Govind Vadhvani	27	Priyanka Mali
10	Hemant K Yadav	28	Rahul K. Sharma
11	Himanshu Sharma	29	Riya Jhanwar
12	Kajal Agarwal	30	Riya Kumari Bang
13	Kajal Dhamani	31	Riya Lohiya
14	Karuna Jain	32	Shiva Singh Chouhan
15	Kavita Kumari	33	Shraddha Garg
16	Khushboo Gupta	34	Uttam Darji
17	Khushboo Rathore	35	Vipran Jeet Singh
18	Lakshya Gupta	36	Yamini Vijay