

Career Development Centre in association with St. Andrew's College invites you to join a unique

Foundation Course for Management Interpersonal Skills Development

▶ **Who should attend?**

FY/SY/TY students of all streams are welcome.

▶ **Course Objectives:** This course aims at training participants in the fine art and skills of speaking effectively with impact. are vital for higher education and career development.

▶ **Course outcomes:** This program equips participants with knowledge and skills to master group discussion, personal interview and presentation skills. They will be able to prepare and deliver their presentations, speak confidently in group discussions and face interviews effectively. This training will build their confidence and self-esteem.

▶ **Duration:** 10 sessions (20 hours intensive training)

▶ **Program contents:**

- Basics Of Group discussion, personal interview and presentation skills
- Language for Group discussion, personal interview and presentation skills
- ❖ **Group Discussion**
 - Developing the tools and techniques of Group Discussion
 - Mock rounds of Group Discussion
 - Tips for effective participation
 - Developing core competencies for effective performance
- ❖ **Presentation Skills**
 - Preparing your presentation
 - Breaking the barriers – handling stage fright, etc.
 - Delivering your presentation confidently and effectively
 - Developing core competencies
 - The DOs and DON'Ts of presentation
- ❖ **Personal Interviews**
 - The 4Cs of personal interview
 - Writing your resume
 - Preparing for the personal interview
 - Before and after the interview
 - The DOs and DON'Ts of Personal Interviews
 - Mock rounds

• **Highly qualified and experienced faculty** • **Excellent printed notes** • **Digital resources**

▶ **Fee: Rs. 2000/-**

Faculty: Mr. Prakash Almeida and Mrs. Amita Almeida (Highly qualified and experienced trainers of over fifteen years of experience in preparing students for various competitive entrance and recruitment exams.)

About Career Development Centre

Career Development Center has been training students pursuing higher education to acquire critical communication skills. A team of dedicated experienced trainers delivers this training. Hundreds of students from various colleges have successfully received this empowering training for their career development.

▶ **Tentative dates: 16 August 2024 onwards**

Payment link: <https://student.onfees.com/register?instituteId=401&fromInstitute=true>

Registration Link: <https://forms.gle/3W8H4MPNgSjXbhwT8>

For registration contact: Alex Corda (TYBcom) 9892051875, Hazel Dias (TYBMS) 9075428337