



**YASHASWI EDUCATION SOCIETY'S
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCES (IIMS),
CHINCHWAD, PUNE
in association with
BARCLAYS LIFE SKILLS**

VALUE ADDED COURSE

Training Program on Soft Skill, Personality
Development & Aptitude Section for
MBA/MCA Students.

YEAR : 2021-22

A Value Added Training Program on Soft Skill, Personality Development & Aptitude Section for MBA/MCA Students.

Date: 13 June-2022 to 19 June-2022

Time: 1.00 Pm to 6.00 Pm

Mode: Offline

Total Training Hrs.36

Registration Link For program: <https://private.filesanywhere.com/GTTFN/forms/viewform.aspx?formkey=TCVTTE3726KKGJ174YAJNOGNDIPEHGH>

JOB READINESS WORKSHOP - Barclays Life Skills			
Main Topic	Sub Topic	Objectives	Duration
Introduction	Introducing the Life Skills Program	What is in it for me? Understanding the objective of the Lifeskills Program	6 Hours
	Online Image	Building a strong impression online and sustaining online credibility	
Interview Skills	Self-Awareness	To Know your personality	8 Hours
	Grooming	To study corporate grooming habits (The right attire)	
	Body Language	To imbibe the right body language for a professional environment	
	Confidence	To increase self-belief and faith in one's own abilities	
	Interview FAQs	Learn to face frequently asked interview questions	
	Resume	To build strong profiles through effective resume writing	
	Rejections	To understand how to handle interview rejections and come back from setbacks	
Corporate Readiness	Values	An introduction to values in a corporate environment	6 Hours
	Ownership	To learn how to be accountable and own tasks, projects, etc.	
	Respect	To understand the importance of respect as a critical corporate value	
	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	4 Hours
	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	
	In basket simulation (Learning Application)	Group Discussion rules and enhance Public Speaking skills (Group Discussion)	6 Hours
		Tips to handle Interviews and be able to create the right impression (Mock Interviews)	
	ISWOT Analysis	To Self-evaluate and nalyse strengths and areas of improvement	
	Active Listening		
	Probing Skills		
Activity Based Assessment			6 Hours
TOTAL DURATION			36 Hours

Session Speaker:

Mr. Rahul Ray (9827164366)
Barclays Life Skills

Session Speaker (Soft Skill)

Mrs.Kanchan Auti
Certified Trainer
(9766208607)

Program Co-coordinator

Mr. Gangadhar Dukare (8007096850)
Mr.Nishant Pachor (9421888425)
IIMS Chinchwad, Pune

Dr.Shivaji Mundhe

Director, IIMS Chinchwad, Pune

