



**YASHASWI EDUCATION SOCIETY'S
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCES (IIMS),
CHINCHWAD, PUNE
in association with
RUBICON SKILL DEVELOPMENT**

VALUE ADDED COURSE

Personality Development & Employability Skills
07th February, 2022- 16th February, 2022

YEAR : 2021-22

A Value Added Program on Personality Development & Employability Skills

Date: 07 Feb-2022 to 16 Feb-2022

Time: 3 Pm to 6 Pm

Mode: Online (Microsoft Teams)

Registration Link for Student: <https://tinyurl.com/y6wk3vhu>

New Hire Training/ Personality Development/ Employability Skills			
Sr. No.	Topic	Learning Objectives	Duration
1	Expectation setting	To learn Industry expectations from fresher's	2
2	Ice breaking	To know more about the trainer & candidates	2
3	Organizational Structure	To learn Organizational structure	2
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/ Threat	2
5	Corporate Jargons	To learn most commonly used words in corporates	3
6	Public Speaking	To eliminate stage fear	2
7	Presentation Skills	To articulate your thoughts through Power point presentation	2
8	E-mail Etiquette	To learn E-mail writing skills	2
9	Grooming	Dress to impress/ Proximity/ Personal hygiene/	2
10	Body language	To learn positive body language	3
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics	2
12	Group Discussion	To assess candidates' public speaking skills	2
13	Personal Interview	To perform well during interviews	4
Total			30 hrs.

Course Objectives:

- To hone the employability related communication skills of the students on the foundations built during Executive Communication and carrier development
- To promote theoretical understanding and professional/personal practice of effective and ethical human communication between and within a broad range of contexts and communities.
- Learning and innovation skills increasingly are being recognized as the student for employability skill
- Students are provided opportunities to practice and demonstrate soft skills and articulate connections between what is taught and how it can benefit to organizations hiring graduates & post graduates
- A Learning resource of student that provides a wide range of business skills and leadership content including a catalog of courses with learning objectives
- To set to improve the character, skills and capabilities of student
- Increase and improve self-confidence & Learn to lead and face the challenges



Module Outcome :

Communication Skills :(MEP/N9995)

- To Follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- To communicate in writing using appropriate style and format based on formal or informal requirements
- To use a range of techniques to overcome barriers to effective communication Techniques: e.g. minimize distractions, use repetition, clarify and ask questions, reconfirm messages, highlight important information, use supportive and consistent gestures, etc.
- To use active listening techniques for effective communication & use basic negotiation strategies at work and in the marketplace
- To use basic conflict resolution techniques to address disagreements and deadlock situations & identify known members of accessible networks and how they can help in building influence and enhancing opportunities
- To give feedback to others in a positive, constructive and supportive way which reflects current good practice

Self-Management: (MEP/N9995)

- To maintain good standards of personal and professional hygiene
- To identify, use and display good work ethics in professional settings & develop short term and long-term plans with SMART goal setting
- Use prioritizing, scheduling and other techniques to ensure that time is used effectively and efficiently to achieve results
- Use stress and anger management techniques to deal with these effectively & use affirmations, goal setting, and reframing, refocusing, and other techniques to motivate oneself
- Identify and respond to safety hazards, security regulations, equipment and procedures in line with organization procedures
- To adapt to cultural fitment requirements with respect to migration across organization, city, state and country

Problem Solving: (MEP/N9995)

- Isolate and identify the problem in a given situation which is limiting goal achievement, and also the range of issues that are influencing it & list numerable possible solutions to a problem, that are viable to implement including creative out of the box solutions
- Select and implement the best solution that satisfies a defined criteria and priorities to address identified problems
- To monitor implementation of solutions to problems identified, and impact to ensure resolution of the problem



Dealing with customers: (MEP/N9995)

- To identify different types of customers Types: new, regular, previous PC56. respond to customer requests and needs in a professional manner Professional
- Identify interpersonal skills to build effective relationships within the team Interpersonal skills: respecting diversity, empathy, being flexible, helping others, humor, trust, listening, tolerance, etc.
- Identify conflicts and use conflict mediation techniques in interpersonal conflict situations
- Identify potential impact on customer and organization of inaccurate communication and provision of erroneous details
- Listen to customers and co-workers attentively in order to contribute to sense of care and customer satisfaction

Decision Making: (MEP/N9995)

- The user/individual on the job needs to know and understand how to collect relevant information within a time frame to make an informed decision
- use prioritization based on importance and urgency to make timely decisions

Problem Solving: (MEP/N9995)

- To act as appropriate to requests or problems, based on company policy and acceptable professional practice identify sources of support that can be useful in resolution of problems related to communication
- To escalate matters to appropriate personnel or resolve matters by oneself, based on nature of the issue and limits of authority required to address it

Session Speaker:

Mr. Gaurav Shrivastav (7507600085)
Rubicon, Pune

Dr. Shivaji Mundhe
Director, IIMS Chinchwad, Pune

Program Co-coordinator

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