

Organises Seven Day's Value Added Program

In association with

RUBICON
FOUNDATION

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CATEGORY!

- Interview Skills
- Organizational Structure
- Corporate Readiness
- Mock Interviews & Group Discussions
- SWOT Analysis
- E-mail Etiquette
- Telephone Etiquette

Coordinator

Prof. Nishant Pachpor -MCA



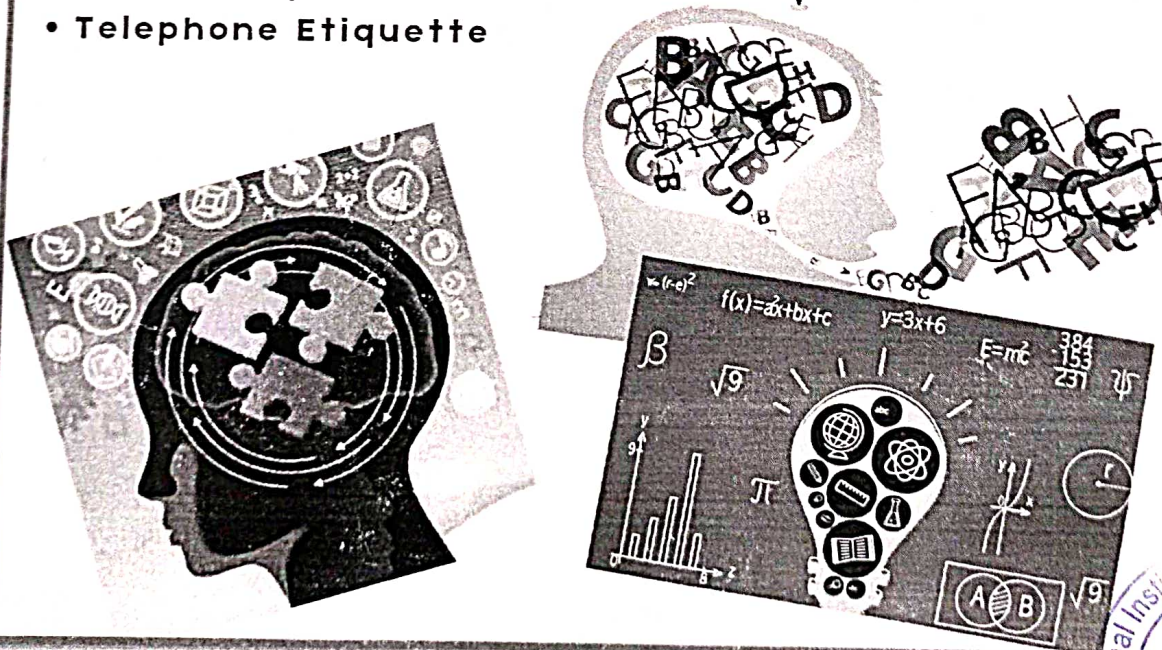
From
21-29 May, 2023



1:00 PM to 5:30 PM



Class Room 401



Course Content

YASHASWI EDUCATION SOCIETY'S
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE

DTE CODE
6775

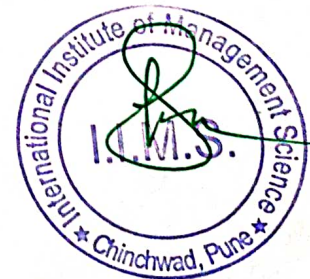
AICTE APPROVED | ISO 9001 CERTIFIED | SPPU AFFILIATED | NAAC ACCREDITED
A: IIMS, OPPOSITE ELPRO, CHINCHWAD, PUNE - 411 033, P: 020 2735 3733

AISHE CODE
C-41595





Main Topic	Sub Topic	Objectives
Introduction	Introducing the Life Skills Program	What is in it for me? Understanding the objective of the Lifeskills Program
Interview Skills	Online Image	Building a strong Impression online and sustaining online credibility
	Self-Awareness	To Know your personality
	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
	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
	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
Mock Interviews & Group Discussions	In basket simulation (Learning Application)	Group Discussion rules and enhance Public Speaking skills (Group Discussion)
		Tips to handle Interviews and be able to create the right impression (Mock Interviews)
	SWOT Analysis	To Self-evaluate and analyze strengths and areas of improvement
	Active Listening	



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