



## Pre-Placement Training Syllabus

- 7C's of Communication
- Time management
- "Group Discussion -Basics, Skills assessed in a GD, How to ace a GD"
- Effective Communication
- Email Writing
- LSRW skills
- Virtual Interviews (Do's & Dont's)
- Dos and donts in a GD, Idea generation techniques
- "Building a resume from scratch"
  1. How to write a good and impressive Resume.
  2. Important aspects of an impressive resume.
  3. Sample template"
- Effective communication and presentation skills
- Professional identity on social media
- Interview Mastery
- HR competency questions
- Mock Group discussion
- "Interpersonal and Intrapersonal skill building"
- "Setting and achieving targets"
  1. Ambition, goal, passion and career objective – difference
  2. SMART goals and Action plans"
- Corporate Etiquette
- "Resume Writing -Workshop (Drafting a paper-based as well as a video resume)"
  1. Resume writing – Worksheet practice.
  2. 3 stage Resume drafting.