

I YEAR

DAYS	DATE	TOPICS	NO. OF HOURS
1		Metamorphosis: School to College	3
		Integrated Personality Development – IQ, PQ, EQ, SQ	3
2		Goal Setting	3
		Importance of Language in a Professional Environment	3
3		Professional Discipline and Studying Skills	3
		Building Blocks of Good English	3
4		Listening Skills	3
		The Skills of Speaking Well - I	3
5		Power of Positive Thinking	3
		The Skills of Speaking Well - II	3
6		Memory Management Techniques	3
		Confidence Building Techniques	3
7		Easy Road To English Grammar - I	3
		Time Management	3
8		Easy Road To English Grammar – II	3
		Mind Management	3
9		Public Speaking	3
		Presentation Skills (using a ppt)	3
10		Seminars and Presentations (Audio Visual Feedback)	6
11		Professional writing	3
		Writing Style and Structure - I	3
12		Creative Thinking	3
		Writing Style and Structure – II (Workshop)	3

II YEAR

DAYS	DATE	TOPIC	NO. OF HOURS
1		Personality Management and Communication <ul style="list-style-type: none"> • Holistic Personality Development- IQ, PQ, EQ, SQ • Communication for Development 	6
2		Goal setting and career planning	3
		Creating a Roadmap - Prioritizing, Planning and Organizing	3
3		NLP based Communication	3
		Self-Image Psychology: Building Positive Self Esteem	3
4		Some Simple Guides in Language	3
		Reading Skills	3
5		Easy Road To English Grammar - III	3
		Easy Road To English Grammar - IV	3
6		Verbal Communication Skills	3
		Written Communication Skills	3
7		Non-Verbal (Body Language) Communication Skills	3
		Active Listening skills	3
8		Reading Comprehension – I (Session and Practice Exercises)	3
		Reading Comprehension – II (Mock test and Final Test)	3
9		Verbal Critical Reasoning - I (Session and Practice Exercises)	3
		Verbal Critical Reasoning - II (Mock test and Final Test)	3
10		Sentence Correction - I (Session and Practice Exercises)	3
		Sentence Correction - II (Mock test and Final Test)	3
11		Emotional Intelligence	3
		Problem Solving & Conflict Resolution	3
12		Leadership and Team Work	3
		Leadership and Team Work – Workshop: Role-plays	3

III YEAR

DAYS	DATE	TOPIC	NO. OF HOURS
1		Career Management	3
		Attitude Re-engineering	3
2		Negotiation & Transactional analysis	3
		Interpersonal Skills	3
3		Business communication	3
		CV Preparation – I	3
4		Body Language	3
		CV Preparation - II	3
5		Corporate Culture and Etiquette	3
		Strategic decision making – Decision Matrix	3
6		Innovative Thinking (Outside-The-Box)	3
		Youth Social Entrepreneurship - Introduction	3
7		Numerical and Logical Reasoning - I <ul style="list-style-type: none"> • Ratio's and Proportions • Time & Work • Pipes & Cisterns 	6
8		Numerical and Logical Reasoning - II <ul style="list-style-type: none"> • Area, Volume & Surface area • Mixtures & Allegations • Data Interpretation & Sufficiency 	6
9		Numerical and Logical Reasoning - III <ul style="list-style-type: none"> • Average, Ages, Percentage • Profit and loss • Speed, Time & Distance • Clocks and Calendars 	6
10		Numerical and Logical Reasoning - IV <ul style="list-style-type: none"> • Probability • Permutation and Combination • Logical & Analytical Reasoning 	6
11		Group Discussion: * Preparation for a GD * Sample GD topics * Strategies in a GD * Mock GD on stage * Do's and Don'ts's in a GD * GD workshop: As teams	6
12		Interview Techniques * Preparation * Body language tips * Types of nterviews * Etiquette: Do's and Don'ts * Dress code * Typical questions asked	6

IV YEAR

DAYS	DATE	TOPIC	NO. OF HOURS
1		College to Corporate world - Change v/s Transformation	3
		Mind & Time Management	3
2		Career Management – MBOs of Career Success	3
		Youth Social Entrepreneurship - Introduction	3
3		CV Preparation	3
		Presentation Skills & Public Speaking	3
4		Verbal Reasoning – I • Synonyms, Antonyms & Analogy	3
		Verbal Reasoning – II • Idioms and Phrases & Sentence Correction	3
5		Verbal Reasoning – III • Vocabulary & Verbal Logic	3
		Verbal Reasoning – IV • Critical Reasoning & Reading Comprehension	3
6		Numerical and Logical Reasoning - I • Ratio's and Proportions • Time & Work • Pipes & Cisterns	6
7		Numerical and Logical Reasoning - II • Area, Volume & Surface area • Mixtures & Allegations • Data Interpretation & Sufficiency	6
8		Numerical and Logical Reasoning - III • Average, Ages, Percentage • Profit and loss • Speed, Time & Distance • Clocks and Calendars	6
9		Numerical and Logical Reasoning - IV • Probability • Permutation and Combination • Logical & Analytical Reasoning	6
10		Group Discussion: * Preparation for a GD * Sample GD topics * Strategies in a GD * Mock GD on stage * Do's and Don'ts's in a GD * GD workshop: As teams	6
11		Interview Techniques * Preparation * Body language tips * Types of interviews * Etiquette: Do's and Don'ts * Dress code * Typical questions asked	6
12		FINAL ROUND OF TESTING FOR ALL INDIVIDUAL STUDENTS (Aptitude Test, Mock GD and Interview)	6