

TRAINING CURRICULUM

YEAR ONE

COMMUNICATION

UNIT I: BASIC OF COMMUNICATION

1. Essential communication skills
2. Essentials of communication
3. Basic models of communication
4. Channels of communication
5. Purposive communication

UNIT II: DEXTERITY IN WRITING

1. Importance of Writing
2. Written vs Spoken language
3. Formal and informal styles of writing
4. Resources for improving Writing
5. Grammar and usage
6. Letter Writing
7. Application Essays
8. Projects Proposals

GRAMMAR FUNDAMENTALS:

UNIT I

Tenses:

Tense- tense table-statements & questions in active & passive voice-use of tense-forms of tense-basic exercise-common errors & corrections- conjunctions

Adjectives:

Overview – adjective order- adjective comparative – adjective possessive – adjective superlative-comparison of adjective-adjective used as nouns- position of adjectives- the correct use of some adjectives- test in adjectives.

Adverbs:

Adverbs of degree- duration- frequency-manner- place-probability-time- comparative-superlatives- adverbs in pictures- test.

UNIT II

Articles – overview- types – usages- practices and test.

Conditionals:

Overview- Type 1, type 2, type 3, type 0 test and practices.

Determiners: overview

Gerunds:

Verbs followed by gerunds – infinitives followed by gerunds – gerunds after prepositions- practices and test

Infinitives:

Followed by gerunds - verbs following infinitives – infinitives after prepositions
Practices and test

Nouns:

Abstract nouns – collective nouns-common nouns –compound nouns-concrete nouns-
countable nouns –gerund nouns-predicate nouns –proper nouns.

PERSONALITY FOR EMPLOYABILITY

UNIT I: PERSONAL ATTRIBUTES

Loyalty

An ability to deal with pressure

A sense of humour

Personal presentation

Honesty and integrity

Adaptability

A balanced attitude to work and home life

Positive self esteem

Reliability

Commitment

Motivation

Common sense

Enthusiasm

UNIT II A: PERSONALITY MANAGEMENT

Personal success skills

.. Body Language

.. Leadership and Supervisory skills

.. Interpersonal skills

.. Time Management

.. Stress Management

CAREER MANAGEMENT

skills required not only to gain employment but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions. Employability skills are sometimes referred to as generic skills or capabilities or key competencies.

UNIT I

- .. Corporate Communication
- .. Counselling and Mentoring
- .. Job Evaluation Concepts
- .. Effective Business Communication
- .. Placement Techniques

UNIT II

- .. Interview Technology
- .. Negotiating skills
- .. Professional psychographics
- .. Feedback Consulting
- .. Conflict, Collaboration & Competition
- .. Attitude & Aptitude development

YEAR TWO

COMMUNICATION

UNIT III:LANGUAGE DEVELOPMENT THROUGH READING

1. Reading comprehension
- 2.Current affairs
- 3.Vocabulary Building
- 4.Idioms and Phrases
- 5.Basic Phonetics

UNIT IV:SPEAKING PRACTICE

- 1.Dialogue I converstion
- 2.Types of conversation
- 3.Listening Skills
- 4.Telephone Etiquette
- 5.Public Speaking
- 6.Debate

GRAMMAR FUNDAMENTALS:

UNIT III

Participles

Past – present-perfect – basic exercises.

Reported speech - overview

Idioms, phrases, clauses:

Adjective phrases, clauses- adverb phrases, clauses, Noun phrases and clauses. Building idioms - And some exercises on various idioms and their usages.

Some simple guides:

Capitalization

Pluralisation

Prefixes

Punctuation

Question making

Sentence making and corrections

Spelling

Suffixes

PERSONALITY FOR EMPLOYABILITY

UNIT II B: PERSONALITY MANAGEMENT

- .. Role analysis
- .. Goal-setting
- .. Quality of work life
- .. Integrated Personality Management
- .. Self Management
- .. Leadership Qualities
- .. Group dynamics, rules and effective operation
- .. Creative and Thinking Skills

CAREER MANAGEMENT

UNIT III

- .. Family, Social & Cultural influences
- .. Successful habits
- .. Employer - Employee Relationships
- .. Public Relations
- .. Job Evaluation Concepts

UNIT IV

“Social Responsibilities and Business Ethics

“Power, Politics and Personality

Preparing for common entrance examinations, Indian Engineering services etc....

Career options for engineers as Defence officials, Civil service officials etc...and preparation

YEAR THREE

COMMUNICATION

UNIT I: IMPORTANCE OF COMMUNICATION

1. Introduction
2. Verbal and Non verbal codes of communication
3. Barriers to communication
4. Self –Assessment
5. SWOT-Analysis
6. Identifying strengths and weakness

UNIT II: PERSONALITY MANAGEMENT FOR COMMUNICATION

1. Body language
2. Non-verbal skills
3. Leadership qualities through communication
4. Emotional Quotient
5. Effective time management
6. surviving stress
7. Professional ethics

UNIT III: VERBAL COMMUNICATION

1. Social exchange
2. Planned speech
3. Extempore
4. Basics of attending and organizing managements
5. Informal discussions

PERSONALITY FOR EMPLOYABILITY

UNIT I: SELF-MANAGEMENT

- ...that contributes to employee satisfaction and growth
- Having a personal vision and goals
- Evaluating and monitoring own performance
- Having knowledge and confidence in own ideas and visions
- Articulating own ideas and visions
- Taking responsibility

EMPLOYABILITY SKILLS FOR CORPORATE REQUIREMENT

UNIT – 1: Assessing Personality vs Job Profile

- How to make Self Assessment – SWOT analysis
- How to measure Salary expectation
- How to understand industrial norms
- Understanding the difference between Employability status and Job Satisfaction
- Dispelling the Preconceived Ideas about employment opportunities

UNIT – 2: Make Yourself a Better Prospect

- What Sort of job students should look for?
- When they should Start job searching?
- How to identify Learning & Earning opportunities.
- Details of On Job Training provided by corporate sectors during college life.

UNIT -3: GROUP DISCUSSION/ACTIVITIES

- 1.Introduction
- 2.Defining Group Discussions
- 3.Types of Group Discussions
- 4.Preparation
- 5.Participation
- 6.Group Dynamics

UNIT- 4: INTERVIEW

- 1.Introduction
- 2.Horning verbal and/Non verbal skills
- 3.Rehearsing

4. Listening Skills
5. Taking the interview
6. Facing questions
7. Mock Interviews
8. Aptitude test (these modules are separate and separate 10 units are available on this)

UNIT – 5: Preparing Your CV: Style and Format

The General Appearance of CV
Length of your CV
Personal Details
Education
Work Experience
Other Skills
Interests and Activities
Salary Requirements
References

UNIT – 6: Applying for Jobs ‘On Spec’

What type of organisations should students apply?
Preparation
The Actual Approach
Physically Knocking on the Door
Telephoning
Writing
Sending an E – mail

Entrepreneurship

UNIT I

What is Entrepreneurship?
Importance & Relevance of Entrepreneurship
Charms of being an Entrepreneur
Factors influencing Entrepreneurship

UNIT II

Social entrepreneurship
Business Plan : Need And Relevance
Importance and Specification of a project
Market Feasibility : Part I

YEAR FOUR

COMMUNICATION

UNIT IV: COMPOSITION ANALYSIS

1. Technical and Non technical passages
2. Regional accent neutralisation
3. Analyzing Contemporary Issues
4. Expanding Terminology

UNIT V: PRESENTATION SKILLS

1. Collection and organizing materials
2. Audience
3. Content
4. Rehearsing
5. Delivering matter
6. Questions
7. Controlling Anxiety
8. Language lab practice

PERSONALITY FOR EMPLOYABILITY

UNIT II: PLANNING AND ORGANISING

...that contributes to long and short term strategic planning

Managing time and priorities-setting time lines, coordinating tasks for self and with others

Being resourceful

Taking initiative and making decisions

Adapting resource allocations to cope with contingencies

Establishing clear project goals and deliverables

Allocating people and other resources to tasks

Planning the use of resources including time management

Participates in continuous improvement and planning processes

Developing a vision and a proactive plan to accompany it

Predicting – weighing up risk, evaluate alternatives and apply evaluation criteria

Collecting, analyzing and organizing information

Understanding basic business systems and their relationships

EMPLOYABILITY SKILLS FOR CORPORATE REQUIREMENT

UNIT – 7: Sources of finding employment

Local News Papers
National News Papers
Specialist and Trade Magazines
Recruitment Fairs
Recruitment Agencies
Networking

UNIT – 8: Applying Online

Finding out prospective Employer Site
Accessing a Specific Site
Online Application Forms
Sending Your CV by E-Mail

UNIT – 9: Researching the company

Research methodologies
Browsing Newspaper and Employment column in Hindu, Ascent in The Economic Times and Career in The New Indian Express
Researching the Job Itself

UNIT – 10: Making Contact and Filling in the Forms

Contact by Telephone
Application Forms
Why Are Application Forms Used
Different Types of Application Forms
General Hints on Filling in Application Forms
Completing Application Forms on the Spot

UNIT – 11: The Telephone Interview

Why Telephone Interviews
Preparing for telephone interview
Answering the call
Dos and Don'ts

UNIT – 12: The Covering Letter

Presentation: the Art of Looking Good
What to write in the covering letter
Words of Warning

UNIT – 13: Preparing for Interview

What Sort of Interview Will it Be
Researching
Preparing for Campus Recruitment
Dresscode
Organising the documents
Planning the Journey
Do's and Dont's at the interview place.
Body Language
Eye Contact
Annoying Mannerisms
Convincing the Interviewer
Turn it into a Conversation
Ask Questions
What Not to Ask

UNIT – 14: Followups and Landing in the Job

Tracking the Application
Asking for Feedback
Reassuring the Employer: Why It's so Important
Ask for Another Interview
Replying to a Job Offer
Joining Dates
Salary

Entrepreneurship

UNIT III

Loan Application & Disbursement Formalities
Other Relevant Procedures & Formalities
Assessment of Working Capital Requirement
Management of Working Capital
Incubation centres
Earning while learning

Key Results areas of our Career Management Programmes

1. Students who complete our career management programme will be enable
to act with confidence as either as skilled professional in functional role
in
a general management role with ranging view of management factors
effecting operational and strategic issues.
2. Posses a broad understanding of the key institutions and players in
our
country of various fields and a knowledge and understanding of the
environment in which they operate.
3. Acquire a high level of skills in areas of career management which are
usually outside the scope of an undergraduate or postgraduate
programme.
4. Develop expertise in their respective field in the context of applied
managerial skills.
5. Be aware of the variety and extend of political regulatory and
legislatory
restrains that affects career design making.
6. Learn the importance of teamwork that contributes overall individual
success.
7. Be able to drive and implement strategies leading to the resolution of
complex personal and professional issues.
8. Be able to apply the skills and knowledge gained through Academic
study
to the real world understanding and resolution of career issues.
9. Recognise the need for a systematic review of policies practices and
strategies in the light of changing employment circumstances.
10. Feel qualified, if desired to proceed to a higher degree of career
excellence in their related discipline.

11. Overall the objective of our programmes is designed to produce enlightened and competent, Professionals and career minded executives in their respective area of specialisation.

EXTRACTS FROM POST TRAINING REPORTS FROM CANDIDATES, PARENTS AND ACADEMICIANS FROM COLLEGES AND UNIVERSITIES

1. Candidates are well motivated; the majority work purposefully and enjoy their studies and training.
2. Significant numbers completing their training go on for suitable placement / higher studies.
3. The development of Candidates' oral communication skills is a prominent feature of the training and most Candidates are able to express their ideas clearly and unambiguously.
4. Level of achievement in practical and project work are consistently good and generally well integrated with theory.
5. Most students have opportunities to develop their Career Management Skills effectively and to build on their varying degrees of candidates experience.
6. There are examples of candidates with learning difficulties and / or disabilities; being well cared for.
7. There is a Paradigm shift and achievement in the candidates' attitude and aptitude for development. Candidates were able to balance their strength and weakness and acquire strength clearly and / or / out weighing the weakness.
8. The Programme has extension of range of vocation, professional, general education, leisure and recreation modules.
9. Candidates are motivated for innovative and entrepreneurial approaches in their curriculum.

10. A well organised candidates service unit, which offers professional advice and guidance to candidates.
11. An indigenous organisational structure with the strong sense of autonomy and control of curriculum.
12. Good teaching and learning provided by well qualified and experienced training staff in all programme areas.