

TRAINING SCHEDULE 2020-2021

| Finishing School (LS&ES) | | |
|-------------------------------------|---|--------------|
| SET A | | |
| Sr. No. | Employability & Life Skills | Hours |
| 1 | Self-Awareness (SWOT) | 2 |
| 2 | Self Esteem and Self Confidence | 2 |
| 3 | Life & Professional Goal Setting | 2 |
| 4 | Grooming, Personal Hygiene and Body language (Office Etiquette) | 2 |
| 5 | Resume Writing and Cover Letter | 2 |
| 6 | Job Search and Career Options | 2 |
| 7 | Group Discussion | 2 |
| 8 | Interview Skills | 2 |
| 9 | Interview Skills & Emotional Quotient | 2 |
| 10 | Empathy & Interpersonal Skills | 2 |
| | TOTAL | 20 |

| Finishing School (FES) | | |
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| SET B | | |
| Sr. No. | Functional English Skills | Hrs |
| 1 | Self-Introduction and Introducing others | 2 |
| 2 | Nouns and Pronouns | 2 |
| 3 | Describing words | 2 |
| 4 | Vocabulary building | 2 |
| 5 | Verbs – Part 1 | 2 |
| 6 | Tenses – Part 1 | 2 |
| 7 | Prepositions | 2 |
| 8 | Conjunctions and Connectors | 2 |
| 9 | Framing it right! | 2 |
| 10 | Telephone and Email Etiquette - Part 1 | 2 |
| | TOTAL | 20 |