

TRAINING SCHEDULE 2020-2021

Finishing School (LS&ES)		
SET C		
Sr. No.	Life & Employability Skills	Hrs
1	Team Work	2
2	Leadership Skills	2
3	Problem Solving	2
4	Crisis Management & Professional Ethics	2
5	Positive Attitude and Motivation	2
6	Presentation Skills and Meeting Etiquette	2
7	Time Management	2
8	Self-Discipline & Emotional Intelligence (EI)	2
9	Stress Management and Anger Management	2
10	Social Media & Cyber Etiquette	2
	TOTAL	20

Finishing School (FES)		
SET D		
Sr. No.	Functional English Skills	Hrs
1	Verbs – Part 2	2
2	Tenses – Part 2	2
3	Developing a paragraph	2
4	Report writing	2
5	Email Etiquette – Part 2	2
6	Communication skills and barriers	2
7	Telephone Etiquette – Part 2 & Appropriate use of language in Social media	2
8	Speak & Contribute 1	2
9	Speak & Contribute 2	2
10	Let's discuss in group (Group discussion)	2
	TOTAL	20