

## [SOFT SKILLS Training program - NPTEL, IIT Madras - RGUKT Basar](#)

Dear all,

The 2- week Soft Skills Training program for RGUKT Basar final year students from NPTEL, IIT Madras would commence from 8th August 2022. In total, there are 388 students who have registered for this program.

There would be 2 batches in a month running parallelly, each batch consisting of 40 students, so, in a month 80 students would be trained. The same is true for consecutive months, so, in 4 months, all the registered students would be trained. The timings for both the batches are from 5:30 pm to 7:00 pm so that there is no clash with regular academics.

All the students (80 for August month) would be getting emails in the next 1 to 2 days regarding the session details with the links.

The details of the schedule of the program for the **August** month is as follows :

Day	Start Date	Topic	Session details and recommended activities (To be decided by the trainer)	Time (in minutes)	H/W Activity	Assignment Submission Date
Day 1	08 Aug, 2022	Oral Communication Skills	Briefly explain the different aspects of communication skills and how to develop them. Give basic training on oral communication skills.	90	Record a two minute audio clip introducing yourself.	09 Aug, 2022
Day 2	09 Aug, 2022	Writing Skills	Explain about the various aspects of business / workplace written communication. Activities - Checking their basic writing skills and grammar check by using online tools. Session on Group Discussion, Public Speaking, Presentation Skills, Effective Listening.	90	Write about your college life in 300 words.	10 Aug, 2022
Day 3	10 Aug, 2022	Oral Communication Skills	Activity - Mock GD will also be conducted LIVE. Session on how to write emails, email etiquette, etc.	90	Record and send a 5 minute video clip on any general topic.	11 Aug, 2022
Day 4	11 Aug, 2022	Writing Skills	Activity - Business Email writing. Write the story of a movie you like the most.	90	Draft an email to a company giving feedback about their products and services. Write the story of a movie you like the most.	12 Aug, 2022
Day 5	12 Aug, 2022	Oral Communication Skills	Review of previous assignments and feedback will be provided	60	NA	
Day 6	13 Aug, 2022	Resume Building	Session on resume structure and types of resumes, difference between CV and Resume	90	Collect samples of various resume types available.	16 Aug, 2022
Day 7	16 Aug, 2022	Writing Skills	Review of previous assignments and feedback will be provided	60	NA	
Day 8	17 Aug, 2022	Importance of Presenting Oneself.	Session on the Importance of Body Language, Grooming, etc.	90	Submit a one page write-up (300 words) on how body language is important in a workplace. Dos and Don'ts.	18 Aug, 2022
Day 9	18 Aug, 2022	Resume Building	Session on How to Choose the Right Resume Format & Do's and Don'ts of Resume. Activity : Come up with an introduction / career objective for your resume.	90	Create a resume for yourself based on the samples that you had collected.	19 Aug, 2022
Day 10	19 Aug, 2022	Resume Building	Review of final resume created by candidates and previous assignments	60	NA	
Day 11	20 Aug, 2022	Interview Skills	How to handle interviews etc. Activity : Mock interview	90	Mock Interview with one of the participants.	22 Aug, 2022
Day 12	22 Aug, 2022	Importance of Social Networking in	Help candidates understand what is Social Networking and virtual networking. Benefit of having good networks.	90	Make a list of all popular job portals available online. Explain how different portals are relevant for various job seekers. Students need to submit a two page note on	23 Aug, 2022
Day 13	23 Aug, 2022	Importance of Social Networking in	Session on how to create a presence in the virtual networks and how to search appropriate jobs on different job portals.	90	Create a basic LinkedIn profile & Naukri Account. Pick two roles from each website that fit to your skillset and requirements	24 Aug, 2022
Day 14	24 Aug, 2022	Doubt Clearing session	Students can clarify their doubts about the activities and placement process. Activity: Mock Interview.	60	Mock Interview to understand the impact of Soft Skills training.	

There should be a minimum of 90 percent attendance during the training program to obtain a certificate from NPTEL, IIT Madras.

Best Wishes - S Chand Rakesh Roshan, SWAYAM & NPTEL Coordinator, RGUKT Basar