

Dear all Final year students (B17 batch AY 2022-23),

There would be a 1 week/2 week **exclusive soft skills training** by experts for the final year ( B17 batch AY 2022-23) students of RGUKT Basar from NPTEL, IIT Madras offered free of cost.

All the interested final year students ( B17 batch AY 2022-23) can register at the following link for the same.

<https://forms.gle/y3rnBiXopCt3VrsK6>

In the above google form, Please give Local Chapter id as **664** and college name as **Rajiv Gandhi University of Knowledge Technologies, Basar**.

The sessions would be held in the evening so that there is no clash with regular academics.

Mostly this would in the last week of July / in August.

## Training Topics

Skill	Topics Covered
Communication Skills	Different aspects of communication skills and how to develop them, group discussion, public speaking, presentation skills and effective listening
Writing Skills	Various aspects of written communication in business/workplace
Resume Building	Details on structure and types of resumes, difference between CV and Resume, how to choose the right format for a resume, Do's and Don'ts for a Resume.
Interpersonal Skills	Importance of body language, grooming, Interview Skills - How to handle interviews, how to present oneself during the interview.
Social Networking in Context Job Search	The impact of social networking, virtual networking, the benefit of having good networks, how to create a presence in the virtual networks and how to search for appropriate jobs on different job portals. How to create LinkedIn account, what details should be added to the account to make it attractive enough for a recruiter/viewer.

## **Other aspects covered**

- Students can address/discuss their thoughts and get their doubts clarified on any of the soft skills
- Help in overcoming shyness and build confidence
- Help identify strengths & weaknesses & work on the same
- Tips and guidance for writing a resume
- Common mistakes seen in resumes
- General HR questions covered in an interview
- Ideas on how to give the best answer in the interview
- How to present oneself in the interview

All the students would get a certificate of participation from NPTEL IIT Madras as per below criterion.

## **Criteria for Certification**

1. Mandatory participation in the Employability Assessment Test and submit their Resume.
2. Mandatory participation in the Interactive Training Session (at least 80% of attendance is mandatory & students have to complete activities given by the trainer)
3. Mandatory participation in the Doubt Clearance session
4. Mandatory participation in Mock Interview

Please revert back to the undersigned in case of any queries.

Best wishes

**Mr. S Chand Rakesh Roshan**

**SWAYAM -NPTEL coordinator, RGUKT Basar**

**SPOC - OPLC, RGUKT- IIT Madras**

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**<https://www.rgukt.ac.in/physics-faculty-rakesh-roshan.html>**