

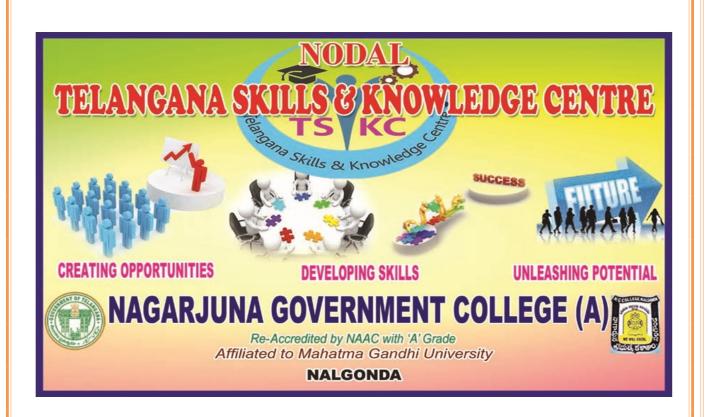
## NAGARJUNA GOVERNMENT COLLEGE (AUTONOMOUS) NALGONDA

# 9 Days Online Life Skills Training

in Collaboration with

# **RUBICON**

Organized by



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**Event Name:** 9 Days Online Life Skills Training

**Event Date:** 26-04-2021 to 05-05-2021

**Topic thought:** Employability Skills

## **Report of the Event:**

TSKC conducted 9 Days Online Life Skills training Program in collaboration with Rubicon from 26-04-2021 to 05-05-2021.

In this training 111 students from II & III year were participated in two batches. In this training students learn Organizational Structure, Public Speaking, Presentation Skills, E-mail Etiquette, Grooming, Group Discussion, Personal Interview, Assessment will be conducted on Group Discussion and Personal Interview skills





#### Final Training program schedule

2 messages

Dipika Vyas <dipikav@my-rubicon.com>

To: kcskolloju@gmail.com, Jawahar Knowledge Center nalgonda <nalgonda.jkc@gmail.com>, sgnaaz@gmail.com

Hello Sir/Madam,

As per the discussion,

Please Ask students to be ready 15 min before the time with the setup, Please ensure that the attendance remains the same for all the 9 days, 26 apr to 5 may 2021

Dates of training: - 26 apr, 27 apr, 28 apr, 29 apr, 30 apr, 1 may, 3 may, 4 may, 5 may 2021

Timing of Training: Morning 09:00 to 11:00 o clock For both batches

Note :- 1) Ask students to follow all the instructions given in whats app group given by Co coordinator and trainer also.

- 2) Need to create whats app group as per Registration data.
- 3) Please ensure every registered student should attend the session.
- 4) We will provide the certificates as per the attendance & Registrations.

Acknowledge the same.

Regards, Dipika Vyas Specialist Institutional Business Mob. No. :-9074591770, 7067494696 Rubicon Skill Development Pvt Ltd





### **Rubicon Training Outline**

Sr. No.	Topic	Learning Objectives	Duration
1	Expectation setting	To learn Industry expectations from fresher's	1
2	Ice breaking	To know more about the trainer & candidates	1
3	Organizational Structure	To learn Organizational structure	2
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/ Threat	2
5	Corporate Jargons	To learn most commonly used words in corporates	1
6	Public Speaking	To eliminate stage fear	2
7	Presentation Skills	To articulate your thoughts through Power point presentation	2
8	E-mail Etiquette	To learn E-mail writing skills	2
9	Grooming	Dress to impress/ Proximity/ Personal hygiene/	2
10	Body language	To learn positive body language	1
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics	2
12	Group Discussion	To access candidates' public speaking skills	2
13	Personal Interview	To perform well during interviews	4
Total			24 hrs.



Student Feedback