

**NAGARJUNA GOVERNMENT COLLEGE
(AUTONOMOUS)
NALGONDA**

**9 Days Online
Life Skills Training
in Collaboration with
RUBICON**

Organized by



**NODAL
TELANGANA SKILLS & KNOWLEDGE CENTRE
TS KC**
Telangana Skills & Knowledge Centre

CREATING OPPORTUNITIES **DEVELOPING SKILLS** **UNLEASHING POTENTIAL**

NAGARJUNA GOVERNMENT COLLEGE (A)

Re-Accredited by NAAC with 'A' Grade
Affiliated to Mahatma Gandhi University

NALGONDA

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.

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

Rubicon Training Outline

New Hire Training/ Personality Development/ Employability Skills			
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 assess candidates' public speaking skills	2
13	Personal Interview	To perform well during interviews	4
Total			24 hrs.



Student Feedback