

<b>TRAINING TOPIC WISE CONTENTS</b>	
<b>Topic 1: SOFT SKILLS DEVELOPMENT</b>	<b>Topic 2: INTERVIEW SKILLS</b>
<ol style="list-style-type: none"> <li>1. Importance of Soft Skills</li> <li>2. Benefits of Soft Skills</li> <li>3. Personal Effectiveness</li> <li>4. Business Etiquette &amp; Grooming</li> <li>5. Telephone Etiquette</li> <li>6. What Industry wants?</li> <li>7. Importance of Soft Skills while Interviewing</li> <li>8. Dressing &amp; Grooming</li> </ol>	<ol style="list-style-type: none"> <li>1. What is an Interview?</li> <li>2. Types of Interviews</li> <li>3. Preparing of CV</li> <li>4. Preparing &amp; Rehearsing for Interviews</li> <li>5. Successful Interviewing Strategies</li> <li>6. Common Interview Questions</li> <li>7. Do's and Don'ts</li> <li>8. Sample Mock Interview</li> <li>9. Summary &amp; Conclusion - Final Tips</li> </ol>
<b>Topic 3: CAREER GUIDANCE</b>	<b>Topic 4: ORAL ENGLISH COMMUNICATION</b>
<ol style="list-style-type: none"> <li>1. While choosing Career, which things are to be considered?</li> <li>2. Benefits of the Aptitude Test for self-assessment when choosing a career</li> <li>3. How to decide that which stream to be taken?</li> <li>4. Various Career Options after 10<sup>th</sup> &amp; 12<sup>th</sup></li> </ol>	<ol style="list-style-type: none"> <li>1. What is oral communication?</li> <li>2. Importance of oral communication</li> <li>3. How to develop your oral communication skills?</li> <li>4. Vowel &amp; Consonant sounds of English</li> <li>5. Attributes of good oral communication</li> <li>6. Effective language for communication</li> <li>7. Development of listening skills</li> </ol>
<b>Topic 5: HOW TO FACE EXAM?</b>	<b>Topic 6: CET EXAM PREPARATION</b>
<ol style="list-style-type: none"> <li>1. Why we give examination?</li> <li>2. Types of examination?</li> <li>3. Preparation of examination</li> <li>4. Various Method of study</li> <li>5. Writing Skills etc</li> </ol>	<ol style="list-style-type: none"> <li>1. How to prepare for the Test?</li> <li>2. How to choose the correct CET test?</li> <li>3. How to prepare for CET study?</li> <li>4. Precautions while writing Paper</li> <li>5. Solve the question of students, etc</li> </ol>
<b>Topic 7: GOAL SETTING &amp; ACHIEVEMENT</b>	<b>Topic 8: ENTREPRENEURSHIP DEVELOPMENT PROGRAM</b>
<ol style="list-style-type: none"> <li>1. What is a goal?</li> <li>2. What is a purpose of setting a goal?</li> <li>3. Types of goals</li> <li>4. Analysis for goal setting</li> <li>5. How to achieve a goal?</li> <li>6. How to improve your goal?</li> </ol>	<ol style="list-style-type: none"> <li>1. Procedure to start a new business</li> <li>2. Understand the business</li> <li>3. Company Registration Process</li> <li>4. Licenses &amp; Statutory Requirements of Company</li> <li>5. Options available from Government Loan &amp; Grants</li> <li>6. Business Proposal preparation for getting Bank Loan</li> <li>7. Product Info &amp; Market Survey</li> <li>8. Goal Setting, Personality Development &amp; Comm Skills</li> <li>9. Interaction with successful Entrepreneurs/ Business People</li> </ol>
<b>Topic 9: DEVELOP MEMORY &amp; CONCENTRATION</b>	<b>Topic 10: HOW TO DEVELOP SELF-DISCIPLINE?</b>
<ol style="list-style-type: none"> <li>1. What is Memory and how does it work?</li> <li>2. How to improve memory &amp; concentration?</li> <li>3. Exercise &amp; Diet – Helpful to develop memory</li> <li>4. Meditation &amp; it's benefit for memory development</li> <li>5. Memory development with the help of communication skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Define what you want</li> <li>2. Describe the changes required</li> <li>3. Find Role Models</li> <li>4. Identify Reasons &amp; Obstacles</li> <li>5. Develop Plan of Action</li> <li>6. Make Yourself Accountable</li> </ol>
<b>Topic 11: PUBLIC SPEAKING</b>	<b>Topic 12: TIME MANAGEMENT</b>
<ol style="list-style-type: none"> <li>1. What is Public Speaking &amp; its importance</li> <li>2. Type of Public Speaking</li> <li>3. Essential elements in successful Public Speaking</li> <li>4. Ways to improve your Public Speaking</li> <li>5. What is Do and Don't while preparing a speech?</li> </ol>	<ol style="list-style-type: none"> <li>1. What is Time Management?</li> <li>2. Benefits of Time Management</li> <li>3. Techniques of Effective Time Management</li> <li>4. Procrastination or action of delaying or postponing</li> <li>5. Manage External Time Wasters, i.e. Social Media, avoid Multi-tasking, etc</li> <li>6. How to plan day-to-day study and other activities?</li> </ol>

<b>TRAINING TOPIC WISE CONTENTS (Cont'd)</b>											
<b>Topic 13: DEVELOP LISTENING SKILLS</b>	<b>Topic 14: BUSINESS WRITING</b>										
<ol style="list-style-type: none"> <li>1. What is Listening Skill?</li> <li>2. Fallacies about Listening</li> <li>3. Objectives of Learning</li> <li>4. Importance of Listening</li> <li>5. Basic Steps of Listening</li> <li>6. Listening Process means...</li> <li>7. Types of Listening</li> <li>8. Barriers to Listening</li> <li>9. How to improve your Listening?</li> </ol>	<ol style="list-style-type: none"> <li>1. Importance and advantages of Business Writing skill</li> <li>2. Basic formats for a Business Letter &amp; Complaint Letter</li> <li>3. Writing an Office Memo (standard memo format), etc</li> <li>4. How to prepare Resume?</li> <li>5. Report Writing</li> </ol>										
<b>Topic No. 15: MS-OFFICE APPLICATIONS</b>	<b>Topic 16: HANDS-ON SCIENCE</b>										
<b>Basic Knowledge of:</b> <ol style="list-style-type: none"> <li>1. Word, Excel &amp; Access</li> <li>2. Internet</li> <li>3. Email</li> </ol>	<b>Demonstration on:</b> <ol style="list-style-type: none"> <li>1. Gravitational Force</li> <li>2. Magnetic Force</li> <li>3. Energy</li> </ol>										
<b>Topic No. 17: VALUE EDUCATION</b>	<b>Topic 18: PARENTS COUNSELING</b>										
<ol style="list-style-type: none"> <li>1. What is Value Education?</li> <li>2. Importance &amp; Objectives of Value Education &amp; its requirement?</li> <li>3. Introduction of 10 selected life values               <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">(1) National Integration</td> <td style="width: 50%;">(2) Patriotism</td> </tr> <tr> <td>(3) Punctuality</td> <td>(4) Neatness</td> </tr> <tr> <td>(5) Work Credits</td> <td>(6) Scientific Approach</td> </tr> <tr> <td>(7) Secular Tolerance</td> <td>(8) Gender Equality</td> </tr> <tr> <td>(9) Courtesy</td> <td>(10) Sensitivity</td> </tr> </table> </li> <li>4. Develop educational improvement through Value Education</li> <li>5. How values are useful to achieve goals in life?</li> </ol>	(1) National Integration	(2) Patriotism	(3) Punctuality	(4) Neatness	(5) Work Credits	(6) Scientific Approach	(7) Secular Tolerance	(8) Gender Equality	(9) Courtesy	(10) Sensitivity	<ol style="list-style-type: none"> <li>1. Realize the needs of children to achieve their goals</li> <li>2. Know about the availability of children's career opportunities</li> <li>3. Behave emotionally for the children's best exposure</li> <li>4. Parents' role to communicate with their children</li> <li>5. Parents' role about their today's techno-savvy children</li> <li>6. Parents' role and guidance to help children recover from social media</li> <li>7. Effective parenting</li> </ol>
(1) National Integration	(2) Patriotism										
(3) Punctuality	(4) Neatness										
(5) Work Credits	(6) Scientific Approach										
(7) Secular Tolerance	(8) Gender Equality										
(9) Courtesy	(10) Sensitivity										
<b>Topic No. 19: TEACHERS TRAINING</b>											
<ol style="list-style-type: none"> <li>1. New teaching techniques</li> <li>2. How to teach value based education?</li> <li>3. Teachers' role for development of personality of students</li> <li>4. How to face challenges having teachers?</li> </ol>											