

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

Topic 13: DEVELOP LISTENING SKILLS	Topic 14: BUSINESS WRITING
<ol style="list-style-type: none"> 1. What is Listening Skill? 2. Fallacies about Listening 3. Objectives of Learning 4. Importance of Listening 5. Basic Steps of Listening 6. Listening Process means... 7. Types of Listening 8. Barriers to Listening 9. How to improve your Listening? 	<ol style="list-style-type: none"> 1. Importance and advantages of Business Writing skill 2. Basic formats for a Business Letter & Complaint Letter 3. Writing an Office Memo (standard memo format), etc 4. How to prepare Resume? 5. Report Writing
Topic No. 15: MS-OFFICE APPLICATIONS	Topic 16: HANDS-ON SCIENCE
Basic Knowledge of: <ol style="list-style-type: none"> 1. Word, Excel & Access 2. Internet 3. Email 	Demonstration on: <ol style="list-style-type: none"> 1. Gravitational Force 2. Magnetic Force 3. Energy
Topic No. 17: VALUE EDUCATION	Topic 18: PARENTS COUNSELING
<ol style="list-style-type: none"> 1. What is Value Education? 2. Importance & Objectives of Value Education & its requirement? 3. Introduction of 10 selected life values (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 4. Develop educational improvement through Value Education 5. How values are useful to achieve goals in life? 	<ol style="list-style-type: none"> 1. Realize the needs of children to achieve their goals 2. Know about the availability of children's career opportunities 3. Behave emotionally for the children's best exposure 4. Parents' role to communicate with their children 5. Parents' role about their today's techno-savvy children 6. Parents' role and guidance to help children recover from social media 7. Effective parenting
Topic No. 19: TEACHERS TRAINING	Topic No. 20 : FINANCE MANAGEMENT / FINANCIAL LITERACY
<ol style="list-style-type: none"> 1. New teaching techniques 2. How to teach value based education? 3. Teachers' role for development of personality of students 4. How to face challenges having teachers? 	<ol style="list-style-type: none"> 1) How to develop the habit of saving, skills 2) How to invest the saved money 3) What are the various investment options 4) What to look for while investing 5) How to keep your investments updated
Topic No. 21: SMART GIRLS PROGRAM	
<ol style="list-style-type: none"> 1) Self Awareness 2) Communication & Relationships 3) Menstruation and Hygiene 4) Self Esteem & Self Defence 5) Choices & Decisions 6) Friendship & Temptations 7) Dialogue with Parents 	