



Approved by UGC-PE University, New Delhi.
Approved by AICTE & Council of Architecture

Delhi Technical Campus, Greater Noida

Training & Placement

T&P/20-21/01

Date: 16.09.20

NOTICE

Soft Skills Training Program

The Institute is organizing a Soft Skills Training Program for BTech 3rd year and 4th year students. The details of the program & schedule have been given. Students are advised to attend the sessions scheduled on every Thursday and get benefitted from it.

Time: 2:00pm-4:00pm

Date: Every Thursday

Google Meet Link: meet.google.com/kvh-gzso-wsk

Placement Coordinator:

Bharti Shokeen

Bharti Shokeen

16/9/20

Approved

[Signature]
16/09/20

Soft Skills Training Program

S.No.	Topic	Expected dates	Description
1	Introduction and Ice Breaking	17th September	Setting Trainer's Expectation, Knowing about Students expectations, setting Code of Conduct for the Class. Introducing Self and Knowing the Students.
2	Curriculum Vitae	24th September	Sample C.V to be Provided and explanation on the Heads while designing the C.V.
3	Email -Writing/ Cover Letter	1st October	Importance of email in the Corporate world, do's and Don'ts of email writing and Providing Sample Cover letter.
4	Career Planning	8th October	Importance of Career, Difference between career and job, steps to career Planning.
5	Non- Verbal Communication	15th October	Understanding NVC, Importance and Impact of NVC, Impact of positive Nvc, along with Difference with Negative NVC.
6	Verbal Communication	22nd October	Understating the impact of communication, choice of words, Do's and Don'ts of Communication, practicing public speaking with Extempore.
7	Problem Solving	29th October	Defining the problem, Generating alternatives, Evaluating and selecting alternatives and implementing solutions
8	Emotional Intelligence	5th November	Introduction, What is Intelligence, Basic Emotions, What is EI, Five Components of EI, Emotional Self Awareness, Managing One Zone Emotions, Out of Control Emotions, Emotional Development and Emotion Related Dysfunction
9	Time Management	12th November	Your thoughts on time, Scheduling Exercise, time Management Matrix, Activity Logging, Identify Time wasters, Importance of Delegation Prioritize, Organize, Daily Planner
10	Selling Skills	19th November	Sales- Definition, Role and Process, Pre Call

			Analysis, Opening Skills- Bottles and Funnel Concepts, Problem Skills, Objection Handling Skills, Closing or asking for the business, Post Call Analysis
11	Customer Care	26th November	Definition, Technique, Managing Irrate Customer, Customer Satisfaction and Customer Delight, Customer Engagement plan

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Time: Thursday: 2pm-4pm

Shen J Shen
16/9/20

forwarded to Mrs. see for approval
J Shen
16/9/20

approval

J Shen
16/9/20