

# Finishing School Program – 2021

## For T Y B Com Students

As part of the Employability Enhancement Initiative of KCG - Government of Gujarat our college has planned a program for imparting training on Skill Development for students of Semester VI.

- Students will be awarded with certificate from KCG - Education Department, Government of Gujarat which improves employability.
- A nominal amount of Rs. 100/- will be charged for each session
- There will be FOUR Training Sessions running for TEN DAYS, each for TWO HOURS from 21<sup>st</sup> January, 2021. The four Sessions include:
  - ✓ Life Skills
  - ✓ Employability Skills
  - ✓ Functional English Skills – I
  - ✓ Functional English Skills – II
- First Training Session will be conducted between 21<sup>st</sup> January and 2<sup>nd</sup> February, 2021
- Second Training Session will be conducted between 4<sup>th</sup> and 15<sup>th</sup> February, 2021
- Third Training Session will be conducted between 18<sup>th</sup> February and 1<sup>st</sup> March, 2021
- Fourth Training Session will be conducted between 4<sup>th</sup> and 15<sup>th</sup> March, 2021
- Students are instructed to enrol their names paying the fees with Shri Sanjaybhai at college office by **16<sup>th</sup> January, 2021.**
- Admissions will be granted on first-come, first-served basis.
- Maximum 55 students can be accommodated in each batch.
- Two batches can be conducted simultaneously; one, between 11am and 1 pm and the other between 8 and 10pm.

### TRAINING MODULES 2020-21

<b>Finishing School (ES&amp;LS)</b>		
<b>SET A</b>		
<b>Sr. No.</b>	<b>Life and Employability Skills</b>	<b>Hours</b>
1	Self -Awareness- SWOT	2
2	Self Esteem and Self Confidence	2
3	Life & Professional Goal Setting	2
4	Grooming, Personal Hygiene and Body language (Office Etiquettes)	2
5	Resume Writing and Cover Letter	2
6	Job Search and Career Options	2
7	Group Discussion	2
8	Interview Skills	2
9	Interview Skills & Empathy	2
10	Interpersonal Skills	2
<b>TOTAL</b>		<b>20</b>

<b>Finishing School (FES)</b>		
<b>SET B</b>		
<b>Sr. No.</b>	<b>Functional English Skills</b>	<b>Hrs</b>
1	Self-Introduction and Introducing others	2
2	Nouns and Pronouns	2
3	Describing words	2
4	Vocabulary building	2
4	Verbs – Part 1	2
5	Tenses – Part 1	2
6	Prepositions	2
7	Conjunctions and Connectors	2
9	Framing it right!	2
10	Telephone Etiquette and Email Etiquette - Part 1	2
<b>TOTAL</b>		<b>20</b>

<b>Finishing School(LS&amp;ES)</b>		
<b>SET C</b>		
<b>Sr. No.</b>	<b>Life and Employability Skills</b>	<b>Hrs</b>
1	Team Work	2
2	Leadership Skills	2
3	Problem Solving	2
4	Crisis Management & Professional Ethics	2
5	Positive Attitude and Motivation	2
6	Presentation Skills and Meeting Etiquette	2
7	Time Management	2
8	Self-Discipline and Emotional Intelligence (EI)	2
9	Stress Management and Anger Management	2
10	Social Media & Cyber Etiquette	2
	<b>TOTAL</b>	<b>20</b>

<b>Finishing School (FES)</b>		
<b>SET D</b>		
<b>Sr. No.</b>	<b>Functional English Skills</b>	<b>Hrs</b>
1	Verbs – Part 2	2
2	Tenses – Part 2	2
3	Developing a paragraph	2
4	Report writing	2
5	Email Etiquette – Part 2	2
6	Communication skills and barriers	2
7	Telephone Etiquette – Part 2 & Appropriate use of language in Social Media	2
8	Speak & Contribute 1	2
9	Speak & Contribute 2	2
10	Let's discuss in group (Group discussion)	2
	<b>TOTAL</b>	<b>20</b>