



Ministry of Micro, Small and Medium Enterprises,
Government of India

PRE- PLACEMENT TRAINING

Subject

: Soft Skills, English,
Aptitude & Reasoning.

Sessions : 30 Sessions

Designed for

: Degree Students

Per Session : 02 hrs.

Faculty Team

: Language Team CTTC

Total Duration: 60 hrs.

	SESSION	ASPECTS	TOPIC	HOURS
WEEK - I	1.	Introductory Discussion Session: A Micro Session activity	<ul style="list-style-type: none"> ▪ Micro Session Activity (An innovative approach to know each other) ▪ Introduction to Soft Skills with an interactive session discussing the common problems a student face while communicating. ▪ Tips to overcome the communication problem. ▪ Introduction to the lab ambience. ▪ Discussion on Ground Rules of the Class. ▪ Listening Skills Test: A self-assessment Test to know the effectiveness of listening 	2
	2.	A practical discussion on 4 crucial aspects	<ul style="list-style-type: none"> ▪ Activity on Learning Style and a self-assessment activity. ▪ Elements of Communication. ▪ Interactive session on Body Language with demonstration. ▪ Introduction to the different types of Handshakes. 	2
	3.	A practical interactive session on value based learning	<ul style="list-style-type: none"> ▪ Grooming Tips (Personal & Professional) ▪ Session on Attitude, basics of Behavior, Personality Attributes. ▪ JOHARI WINDOW (Team Dynamics Module) 	2
	4.	A Practical Self-Learning Session	<ul style="list-style-type: none"> ▪ Know Your Personality: A micro Session activity 	2
	5.	An explanatory overview session on preparing an effective profile	<ul style="list-style-type: none"> ▪ Written Communication- ▪ Bio-Data, Resume & CV: Effective tips on preparing a Profile 	2
	6.	A practice session on preparing an effective profile	<ul style="list-style-type: none"> ▪ Resume Preparation Session (in assistance with the coaches and guides) 	2
WEEK-II	7.	An innovative approach of learning Presentation	<ul style="list-style-type: none"> ▪ Students Practical Presentation Session: An innovative micro session activity 	2
	8.	A practice session on Presentation with learnings	<ul style="list-style-type: none"> ▪ Students Practical Group Presentation Session ▪ Interpersonal communication 	2
	9.	Learning about the professional drafting skills	<ul style="list-style-type: none"> ▪ Written Communication- ▪ Formal Letter Writing Tips: Tips on preparing Cover Letter 	2
	10.	An interactive discussion session with mock practice	<ul style="list-style-type: none"> ▪ Introduction to Group Discussion: Rules and Guidelines ▪ Practical videos on GD as an example ▪ Mock GD Session (Day - 1) [General Topics Discussion] 	2
	11.	Mock practice session	<ul style="list-style-type: none"> ▪ Mock GD Session (Day - 2) [Abstract Topics Discussion] [Statement based Topics Discussion] 	2

WEEK-III	13.	A practical learning on Case Studies with mock practice	<ul style="list-style-type: none"> Rules & Guidelines on Case Study bases GD Mock Practice Session on Case Study bases GD 	2
	14.	Mock practice session of case studies & Imagery Test	<ul style="list-style-type: none"> Introduction to Audio & Video based Case Study Mock Practice Session on Audio & Video based Cases Thematic Apperception Test (TAT) 	2
	15.	An interactive discussion of the FAQ's of HR Interview	<ul style="list-style-type: none"> Demonstration of basic manners and etiquettes to be followed in an Interview. FAQ's of HR Interview Session: A practical discussion. 	2
	16.	Mock practical interview	<ul style="list-style-type: none"> Mock Practice of HR Interview... 	2
	17.	Mock practical interview	<ul style="list-style-type: none"> Mock Practice of HR Interview... 	2
	18.	Mock practical interview	<ul style="list-style-type: none"> Mock Practice of HR Interview... 	2
WEEK-IV	19	Mock practical interview	<ul style="list-style-type: none"> Mock Practice of HR Interview... 	2
	20	Final Acknowledgement	<ul style="list-style-type: none"> Final Presentation on PPT Module: based on agenda prepared by the Participants Life Skills Motivational Session... 	2
	21	English Content	<ul style="list-style-type: none"> Reading and Writing Comprehension. Text completion and Vocabulary. 	2
	22	English Content	<ul style="list-style-type: none"> Parts of Speech and its utilization Grammar words, Expression and Phrasal verbs. 	2
	23	English Content	<ul style="list-style-type: none"> Subject Verb Agreement and Sentence Correction. Modifiers, Active and Passive voice. 	2
	24	English Content	<ul style="list-style-type: none"> Gerunds and infinitives. Punctuations and Revision. 	2

WEEK-V	25	QUANTITATIVE APTITUDE	<ul style="list-style-type: none"> ▪ Problems on Averages ▪ Problems on Simple Interest & Compound Interest ▪ Problems on "Ages" 	2
	26	QUANTITATIVE APTITUDE	<ul style="list-style-type: none"> ▪ Problems on Time & Work. ▪ Problems on Distance & Speed 	2
	27	QUANTITATIVE APTITUDE	<ul style="list-style-type: none"> ▪ Problems on Profit & Loss ▪ Problems on Ratio & Proportion ▪ Problems on Partnership 	2
	28	QUANTITATIVE APTITUDE	<ul style="list-style-type: none"> ▪ HCF & LCM ▪ Boat and Streams 	2
	29	REASONING	<ul style="list-style-type: none"> ▪ Alpha Numeric symbol series ▪ Blood Relations 	2
	30	REASONING	<ul style="list-style-type: none"> ▪ Seating Arrangement ▪ Puzzles 	2