



Sarva Vidyalaya Kelavani Mandal , Kadi managed
Pramukh Swami Science and H. D. Patel Arts College, Kadi



Certificate course on Effective Professional Communication and Personality Development

General Information

The core objective of this course is to develop professional Etiquette in the student. It helps the students aware of the Communication Skills required at professional front. This course will fill the gap between Company need and Employee personality.

Description

Entry Level

Std. 12 Pass and above

Duration: 35 Hrs. (Four days per week)

Description of course content

Unit: 1

18 Hours

Oral Professional Communication

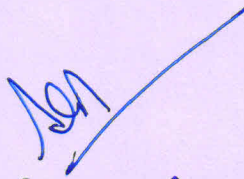
- Need of Effective Communication at professional place
- Role of Team Work
- Self Assessment (SWOT Analysis)(Repeated point)
- Goal Setting
- Stress Management
- Time Management

Unit: 2


17 Hours

Basic Grooming & Etiquette Design

- Group Discussion
- Resume Crafting
- Interview Skills
- Telephonic Communication


Course Coordinator




Principal
P. S. Science & H. D. Patel
Art's College KADI (N.G.)