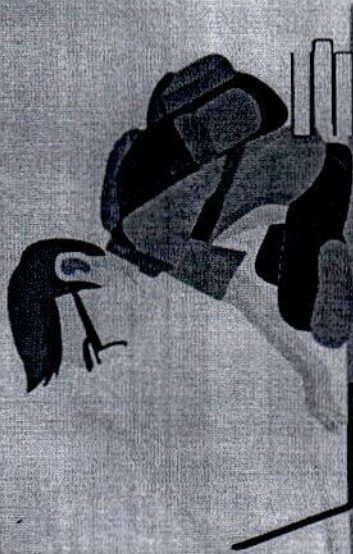




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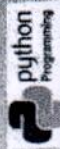
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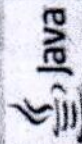
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Skill Clout

Syllabus:

The syllabus covers soft skills and basic IT skills. The key areas addressed in Soft skills are Communication skills, Body language and Etiquette, Group discussion skills, Interview skills, Presentation skills, and Emotional Intelligence, Time Management Skills, Preparation of CV and Life skills. IT skills focuses on the basic principles of a computer, including the internal hardware, the operating system like Microsoft Word, Excel and PowerPoint, social and ethical issues around the Internet, and Management Information System. Instructional Methods: Personal contact program, lectures, practical's, activities, assignments.

Soft Skill 1 Unit 1: Introduction to Soft Skills

Unit 2: Communication Skills

Unit 3: Presentation Skills

Unit 4: Time Management Skills

Soft skill 2 Unit 1: Body Language & Etiquettes

Unit 2: Group Discussion & Interview Skills

Unit 3: Preparation of CV

