

Professional & Life Skills Certificate Course Modules & Scheduling - Duration 6 Months

		Govt. of India Recognized Startup	Online Live Program	Twice in a Week	2 Hour Per Session	
S.No.	Training Category	Sub Category	Benefit	Job Options	Number of Module	Training & Testing Pedagogy
1	Introduction & Profiling	Self Awareness	Develop ability to Introspect, analyze and accept ones thoughts actions & feelings, recognizing ones need & desire	Class / with peer group/ professional Gatherings	2	Stage presentation/Practical through Laptop/Projector
		Strength & weaknesses	Ability to know ourselves, Our Character, Likes,dislikes	Helpful to recognize Stress, Under Pressure, Interpersonal relationship or developing Empathy.	3	Documentation & Explanatory format
		Profiling Documentation	Document to follow the Strength & Weakness, correct or add value time to time.			Participative/Written Documents
2	English Communication Skills / Public Speaking	Verbal & Listening Skills	Able to express ourselves/Listen to understand & respond not to react	Class / with peer group/ professional gatherings	30	Stage Presentation/Participative / Concept Clarification
		Body Language	Support the Verbal with Body Language	In all walks of Life/Professional Environments	6	Presentation & Role Play
		Writting Skills	Improved Grammar /Tenses/Part of Speech	Mail/Documents/Notes	6	Practice sets/Media
3	Group Discussion & Presentation Skills	Power Point Skills/Presentation Techinque	Powerful presentation as a Professional	In all Professional Forums/Classes/ Competition	6	Online Live Presentation/Case Study/Test Practice Sets
4	Computation & Reporting Skills	MS XL skills/Data Analysis	Learn Data Interpretation/ Graph Analysis	Every professional Job require to present reports	2	Stage presentation/Practical through Laptop/Practice Sets
5	E-mail Skills	Types of e-mails, Gmail/Company mails/etc.	Basic need to communicate in a professional Environment/Digital literacy	Understanding of the Subject & Text/Every professional Job require this skills	1	Stage presentation/Practical through Laptop/Practice Sets
6	Self Confidence Building	Personality Traits/Role Plays	Start Believing in your self	All Walks of Life either in Personal or Professional will be useful	4	Stage Presentation/Role play / Case Studies
7	Problem Solving & Decision Making Skills	Mind Mapping Technique / Difference in Confusion, Dillemma & Misunderstanding	Solve any problem by finding the root cause of the problem	Be practical with personal or professional problem and find solutions	6	Participative/Solve Individuals problem/Practice Sets
8	Stress Handling	Transactional Analysis/Emotional Intelligence	Minimize the Stress & learn to respond rather than react	Minimize day to day stress for better decision making	2	Stage presentation/Practical through Laptop/Practice Sets

9	General & Life Skills Management	Develop Sixth Sense/ Manage day to day Issues/Practical Tips	Handle Difficult Situation in Easy Manner/ Solve Problems of your Own	Better Coordination	4	Stage presentation/Practical through Laptop/Practice Sets
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10	Business Initiative/New Ideas	Structured Proposal/Entrepreneurial Mindset	Be a contributor towards the business by taking Initiative & new Ideas	Solve day to day business issues	2	Role play / Case Study/Presentations
11	Industry Experts (CEO/HR/Channel Heads etc.)	Open Forum / Practical Interactions)	Understanding about Real working environment	Networking opportunity for the Future Growth/Mind Set developments	4	Role play / Case Study/Presentations
12	Future Leadership Character Building & Business Ethics	How to convert Habit into Character	Self Driven Personality/ Carry Values	Future Growth opportunity in a Corporate Ladder	2	
13	Team Handling & Conflicts	Learn Team Management	Be a team Player/ Lead Team from Front/Motivate your Team	In all the Team work/Professional Environment	4	Role play / Case Study/Practice Sets
14	Job Role/Interview Skills	CV Preparation/ Pre & Post Preparation of the Interview	Understanding of the Job role to perform better during Job & beyond	In all kind of Jobs its applicable	10	Participative/Solving Individuals problem/Practice Sets
15	Digital Profiling & Networking	Use of Networking Platforms	Connect with the Mentors/HR/Employers	Learn to create profile/Improve your brand value	2	Participative/Solve Individuals problem/Practice Sets
Total					96	Feedback/Certification

Test your Employability Skills Score

Which Statement is True or False about you ?				TRUE (A)	FALSE (B)
1	Sometimes Lack of Self Confidence			-5	10
2	Lack of Professional Communication Skills			-5	10
3	Lack of Public Speaking or Difficulty in Thought Expression in Front of Others			-5	10
4	Sometimes Fear From Others, What others will think ?			-5	10
5	Lack of Proper Decision Making Skills			-5	10

6	Lack of Logical & Emotional Problem Solving Skills	-5	10
7	Lack of Presentation & Analytical Skills	-5	10
8	Lack of Leadership & Team Responsibility Skills	-5	10
9	Fear from Interview Pressure or Difficulty in Handling Rejections	-5	10
10	Missing Proper Professional Skills Training in School or College days	-5	10
Total Score = (A + B), if less than 50, Immediate Action Required !			

YoungSkilledIndia (A Govt. of India recognized Startup, DIPP 1656)

" Individual Confidence Development is Our First Priority!"

Incubated At: MCIIE - IIT BHU, Office: Opp. PNB Bank (Ravidas Gate), Lanka, Varanasi

Helpline Number : 8009321506

Faculty					
<p>1. Prof. Rekha Prasad (Ex-Faculty Institute of Management Sciences - Banaras Hindu University, Varanasi) (Program Director)</p>	<p>2. Prof. R. K. Lodhwal (Faculty Institute of Management Sciences - Banaras Hindu University, Varanasi)</p>	<p>3. Prof. P V Rajeev (Faculty Institute of Management Sciences - Banaras Hindu University, Varanasi)</p>	<p>4. Prof Ashish Bajpai (Faculty Institute of Management Sciences - Banaras Hindu University, Varanasi)</p>	<p>5. Guest Experts (CEO/HR/Marketing/Channel Heads) will also interact on time to time basis to prepare students as per industry need.</p>	<p>6. Niraj Srivastava (CEO & Founder , Young Skilled India, Ex-TATA/NESTLE/SABMILLER Alumni - IIMC)</p>
<p>Quantitative Techniques (Statistics Methods for Decision Making, Operations Research,</p>	<p>Human Resource Management</p>	<p>Financial Management</p>	<p>Marketing Management</p>		<p>Sales & Marketing, Professional & Life Skills</p>

* Terms & Conditions Applicable