



## PROFESSIONAL & LIFE SKILLS

### INTRODUCTION

Skills form part of essential learning systems, no matter where you are and what you want to do in the future. Professional skills as the name suggests, are the foundation of any successful career, whereas Life Skills are skills that we learn throughout life - whether at home, at school, at college, at the university, at work, or at play.

### OBJECTIVES

- To help students build confidence in their decisions taken on the basis of adequate information and thought, and discover sources of strength within and outside.
- To train the students in matters of communication, management, leadership, professional and personal choices.

### MODULE 1: INTRODUCTION & PROFILING

- Self Awareness
- Strength & Weaknesses
- Profiling Documentation

### MODULE 2: COMMUNICATION SKILLS

- Verbal & Listening Skills
- Body Language
- Writing Skills

### MODULE 3: GROUP DISCUSSION & PRESENTATION SKILLS

- Brainstorming
- Trust & Collaboration
- Power Point Skills/Presentation Technique

## **MODULE 4: COMPUTATION & REPORTING SKILLS**

- Microsoft Excel Skills
- Data Analysis Skills

## **MODULE 5: E-MAILING SKILLS**

- Types of e-mails
- Gmail/Company mails

## **MODULE 6: PERSONALITY DEVELOPMENT/ CONFIDENCE BUILDING**

- Personality Training
- Role Playing

## **MODULE 7: PROBLEM SOLVING & STRESS HANDLING SKILLS**

- Mind Mapping Technique
- Transactional Analysis
- Emotional Intelligence

## **MODULE 8: BUSINESS INITIATIVE/NEW IDEAS**

- Structured Proposal Making
- Entrepreneurial Mindset Development

## **MODULE 9: TEAM MANAGEMENT**

- Collaborating as a Team & Handling Conflicts

## **MODULE 10: JOB ROLE/INTERVIEW SKILLS**

- CV Preparation
- Pre & Post Preparation of the Interview

## **MODULE 11: DIGITAL PROFILING & NETWORKING**

- Use of Networking Platforms to make connections

# PROGRAM DETAILS

## PROGRAM START DATE

Every Month - Group Classes ( 3 days in a Week)

## PROGRAM DURATION

3 Months

## TIMINGS

Based on available slots only

## PROGRAM FEE

After Counseling Only

EMI Per month available

## CERTIFICATE

### Professional & Life Skills Certificate Course

(By Young Skilled India, Govt. of India recognized Startup DIPP 1656)



## COURSE REGISTRATION DETAILS

### Course Registration Link:

<https://youngskilledindia.com/join-for-free-demo-class/>



Register with YSI



Click the Course Link &  
Pay the Fees

## FOR FURTHER DETAILS, CONTACT:

✉ info@youngskilledindia.com

☎ +91 8009321506