

Graduate Development Program (5 Days)

(27nd Jan to 31th Jan, 2018)

Development is an enduring process of fostering, shaping and enhancing individuals' skills, knowledge and interests to ascertain their maximum efficiency and compliance. Development covers an assortment of activities, one of which is the knowledge of Corporate Etiquette and Personality Development.

Objective of the Program:

1. To build self-confidence, enhance self-esteem and improve overall personality of the participants.
2. The programme aims at grooming the participants through sensitizing them about proper behavior, Interview Skills, socially and professionally, in formal and informal circumstances.

Duration: (10:00-2:00 PM) 4 Hours/day **Participants: BBA/BCA (3rd Year)**

Coordinators: Mr. Rajesh Rana, Meghna Pathania(9882769919), Manu Dhiman

5 Days Graduate Development Program Layout

| S. No | Day No. | Topic | Duration | Coordinator for the Day |
|-------|------------|---|-----------------------------------|---|
| 1 | First Day | Mock Interview (Level Assessment) + Introduction | 3 hours + 1 hours | Madam Manu Dhiman & Meghna Pathania |
| 2 | Second Day | Communication skills (verbal and Non verbal)+ SWOT Analysis | 1.5 hours +2.5 hours (Activities) | Madam Manu Dhiman |
| 3 | Third Day | Body Language, Power Dressing, Stress Management, Presentation skills | 2 Hours + 2 hours (Activities) | Madam Manu Dhiman |
| 4 | Fourth Day | Resume Making ,Interview handling, Do & Don'ts ,GD guidelines | 1,5 hours +2.5 hours | Madam Manu Dhiman |
| 5 | Fifth Day | Interaction with Students (Rajesh Sir), Final Interview with special guest faculty , Panel Discussion | 1 hours +3 hours | Madam Manu Dhiman, Mr. Rajesh Rana, Ms. Vanjakshi |

On 31th January '**Personality Test**' scheduled for the interested student.

Test includes:

1. Orientation style
2. Emotional Quotient
3. Career Path
4. Individual Counseling

Cost: 100- 150 per student (for test)

Time: 1 hr test +counseling (as per required)