

## Course Outline: College Program

### **Session 1: Resume Writing**

How To Make The Best Resume?

What is a Resume?

4 Key differences between a Resume and a Curriculum Vitae

What to Include in a Resume?

DO's & Don'ts - Be Mindful

Tips & Tricks to make your resume stand out

Presenting Resume In the Interview

**Activity: Resume building** - This activity gives knowledge and better understanding of a candidate's ability to create a resume.

**Duration: 2 hours**

### **Session 2: Communication Skills**

Understanding Communication styles

Clear and concise communication

Constructive Feedback

Spectrum of Humor

Team Communication

**Activity: Mindful Momentum** - This activity promotes active listening and effective communication.

**Duration: 2 hours**

### **Session 3: Body Language + Grooming + Tonality**

Appropriate Body Language, Grooming, and Tonality

The 11 types of body language

Do an Equal Handshake, Mirroring

Eye contact, Duchenne Smile: Real Smile

10 tips to improve your body language

What is tonality?

Types of Tone, 4 P's of Tone/Vocal Variety

**Activity:** Wordless Acting - Explore non-verbal communication through body language, facial expressions, and gestures.

**Duration: 2 hours**

### **Session 4: Elevator Pitch**

What is an Elevator Pitch?

5 key elements of the perfect elevator P-I-T-C-H

Effective Delivery

**Activity:** One-minute showcase - Enhance participants' skills in crafting and delivering effective elevator pitches.

**Duration: 2 hours**

### **Session 5: LinkedIn Mastery (leveraging social media)**

Facts about LinkedIn, Importance of LinkedIn

Why do you need to Rock your Profile?

Endorsements & Recommendations

How to grow your network?

Delivering Valuable Content

**Activity:** Mastering LinkedIn - Create a LinkedIn profile that highlights skills, education, and interests.

**Duration: 2 hours**

### **Session 6: Email Writing**

Email Writing in the corporate world

5 elements of professional emails

Top 8 tips to write a business email

Mistakes when writing email

Professional email message guidelines

**Activity:** Tailoring Email communication - Candidates frame an email, keeping in mind all the essentials.

**Duration: 2 hours**

### **Session 7: Excel Basics**

What is MS Excel? Importance of MS Excel

Basic formulas required in corporate functions

Graphical Representation, Report Generation

**Activity:** Excel Mastery Challenge and Excel Data Detective

**Duration: 2 hours**

### **Session 8: SWOT Analysis**

What is SWOT Analysis?

Importance of SWOT Analysis for managers

How to conduct SWOT Analysis?

Summary and Action Items

SWOT for strategic planning and team development

**Activity:** Elevate your career game - List personal strengths, weaknesses, opportunities, and threats relevant to a chosen job role.

**Duration: 2 hours**

**Session 9: Stress Management + Industry Expectations (Domain-wise)**

Understanding stress & its impact

Developing coping strategies

Interview-specific stress reduction

Well-being & support

**Duration: 2 hours**

**Session 10: C.V Review + Job Scouting + Interview Procedure + Group Discussion**

**CV Review and understanding of the interview process**

**Duration: 2 hours**

**2 Sessions : Mock Interviews**

**Duration: 6 hours**