

T&P Session Plan

Final Year

Week	Module	Module Name	Content
1	1	Career Development Plan	<p>Establishing Your Overall Goals</p> <ul style="list-style-type: none"> Consider how you identify professionally Establish where you are at the moment <p>Breaking Your Goals Down into Smaller Steps</p> <ul style="list-style-type: none"> Set SMART goals. Write down concrete means to achieve your goals Identify any barriers to your goals Figure out means to defeat these barriers <p>Evaluating Your Progress and Setting Deadlines</p>
2	2	Corporate Etiquette	<ul style="list-style-type: none"> Professional Grooming E-mail/Cover letter Dining Telephone Office hours Meeting Elevator Etiquette Business Card
3	3	Resume Writing & Portfolio Maintenance	<ul style="list-style-type: none"> A Resume - What it is and Why You Need One? Format of a Resume Different Types of Resume The Importance of a Resume How to Write an Impressive Resume
4	3	Resume Writing & Portfolio Maintenance	<ul style="list-style-type: none"> Resume Mistakes to Avoid How to Make Your Resume Stand Out and a Winning One How to Address Career Gaps and Other Career Weaknesses in Your Resume Writing a Resume in the Absence of Strong Work Experience Preparation of Portfolio Folder
5	4	Aptitude-The Ability Test	<ul style="list-style-type: none"> Quantitative Ability Data Interpretation Data Sufficiency Verbal Ability Reading Comprehension
6	5	Group Discussion	<ul style="list-style-type: none"> What is GD? Types of GD Bring out your best in your personal introduction. How to break-up time for topic interpretation?

			<ul style="list-style-type: none"> • How to structure thoughts about the topic?
7	5	Group Discussion	<ul style="list-style-type: none"> • Initiation: It's all about bringing leader in you • Initiation techniques • Closing statement
8	5	Group Discussion	Group Discussion Activity Day
9	6	Effective Communication	<ul style="list-style-type: none"> • 7C's of effective communication: Completeness, Conciseness, Consideration, Clarity, Concreteness, Courtesy, Correctness • Use of Body Language in Communication
10	6	Effective Communication	Presentation Skill Activity Day
11	7	Campus Interview	<ul style="list-style-type: none"> • Types and Form of Interviews • Pre-Campus Interview: What employer looking for and what candidate needs to find out? • Deadly sins of campus interviews • Negatives leading to rejection • Professional image guidelines for campus interviews
12	7	Campus Interview	<ul style="list-style-type: none"> • Most frequently asked questions and how to answer these effectively • Handling the "suicide and tricky questions" • Handling illegal and inappropriate questions • Elements of interview etiquettes • Salary negotiation • Interview close
13	7	Campus Interview	Mock Interview Activity Day