

## T&P Session Plan Pre-Final Year

Week	Module	Module Name	Content
1	1	Effective Communication	<ul style="list-style-type: none"> <li>Importance of Communication in an Organization</li> <li>7C's of effective communication: Completeness, Conciseness, Consideration, Clarity, Concreteness, Courtesy, Correctness</li> </ul>
2	1	Effective Communication	<ul style="list-style-type: none"> <li>Oral Communication &amp; Written Communication- Meaning, Advantages and Limitations</li> <li>Use of Body Language in Communication</li> <li>Communication Barriers - Reasons for Communication Breakdown</li> </ul>
3	2	Resume Writing	<ul style="list-style-type: none"> <li>A Resume - What it is and Why You Need One?</li> <li>Format of a Resume</li> <li>Different Types of Resume</li> <li>The Importance of a Resume</li> <li>How to Write an Impressive Resume</li> </ul>
4	2	Resume Writing	<ul style="list-style-type: none"> <li>Resume Mistakes to Avoid</li> <li>How to Make Your Resume Stand Out and a Winning One</li> <li>How to Address Career Gaps and Other Career Weaknesses in Your Resume</li> <li>Writing a Resume in the Absence of Strong Work Experience</li> </ul>
5	3	Aptitude-The Ability Test	<ul style="list-style-type: none"> <li>Quantitative Ability</li> <li>Data Interpretation</li> <li>Data Sufficiency</li> <li>Verbal Ability</li> <li>Reading Comprehension</li> </ul>
6	4	Group Discussion	<ul style="list-style-type: none"> <li>What is GD?</li> <li>Types of GD</li> <li>Bring out your best in your personal introduction.</li> <li>How to break-up time for topic interpretation?</li> <li>How to structure thoughts about the topic?</li> </ul>
7	4	Group Discussion	<ul style="list-style-type: none"> <li>Initiation: It's all about bringing leader in you</li> <li>Initiation techniques</li> <li>Closing statement</li> </ul>
8	4	Group Discussion	Group Discussion Activity Day
9	5	Personal Interview	Overview: A Marketing Strategy (Campus

			<b>Recruitment)</b> <ul style="list-style-type: none"> <li>• Self Audit: Knowing thyself</li> <li>• Job Audit: Knowing Job Market</li> <li>• The Personnel/Job fit: Recruitment &amp; Position Analysis</li> </ul>
10	5	Personal Interview	<b>Self-Assessment Basics (Interview Oriented)</b> <ul style="list-style-type: none"> <li>• Functional/transferable skill check list</li> <li>• Major strength identification worksheet</li> <li>• Dimensions of occupational needs checklist</li> <li>• Professional goals</li> <li>• Selecting traits, skills and abilities for emphasis</li> </ul>
11	6	Campus Interview	<ul style="list-style-type: none"> <li>• Types and Form of Interviews</li> <li>• Pre-Campus Interview: What employer looking for and what candidate needs to find out?</li> <li>• Deadly sins of campus interviews</li> <li>• Negatives leading to rejection</li> <li>• Professional image guidelines for campus interviews</li> </ul>
12	6	Campus Interview	<ul style="list-style-type: none"> <li>• Most frequently asked questions and how to answer these effectively</li> <li>• Handling the “suicide and tricky questions”</li> <li>• Handling illegal and inappropriate questions</li> <li>• Elements of interview etiquettes</li> <li>• Salary negotiation</li> <li>• Interview close</li> </ul>
13	6	Campus Interview	Mock Interview Activity Day