

Value Added Training - 2014-15

1. Objectives

The objective of the program is to

- To facilitate value add training to students of all levels
- To provide experiential training for skill development
- To organize career development programs
- To provide placement support by organizing campus recruitment drives

2. Executive Summary

The Training and Development program is designed with the main objective of facilitating a seamless transition from campus to corporate. The idea of the proposal is to facilitate a holistic development program to students of all levels at an affordable price. The key points of the proposal are as follows:

- ✓ The training program includes Communication Skills, Soft Skills, Aptitude (CRT/BPO) and one foreign language
- ✓ Communication skills, Soft Skills and Aptitude program shall be made mandatory to all students. However, the students need to register for each of the courses failing which they shall not be allowed to attend the course.
- ✓ Bank PO Test training shall be conducted in batches throughout the year. Students need to register for the same.
- ✓ In order to ensure attendance and encourage participation, college to give away certificates and prizes to students who excel in the tests.

The placement co-ordination team is responsible in ensuring maximum Companies come for campus placement and also Corporates are aware of Seshadripuram College and its credentials and quality of students.

3. Program Details

- **Training and Development “Campus to Corporate”** shall mean a soft skills, communication skills and Aptitude training program delivered by members of Edulearning. The program will cater to students of all batches of Under Graduates. All topics are related to soft skills and campus to corporate transition.

- **Placement Co-ordination Team** shall mean a team responsible for attracting Corporates to hire from Seshadripuram colleges. The team will have to bring in at least 25 corporates in total to hire from both undergraduate and post graduate final year classes.
- **Training and Development Program - Trainer /s (2 trainers) , placement co-ordination team and public relations team** shall mean a team employed and appointed by Edulearning in the premises of Seshadripuram College for successful delivery of the program. The team of trainers and coordinators will be responsible for ensuring that the schedule is followed according to plan and executed successfully for the benefit of the students.
- **A complete training curriculum is enclosed for your perusal in the annexure.**

4. Roles & Responsibilities

4.1. Edulearning shall:

4.1.1. For the Training team

- ✓ Designing of content and literature for the training modules
- ✓ Bring on board competitive training personnel for the execution of the modules
- ✓ Ensure a Training schedule is drafted and followed

4.1.2. For the Placement Team

- ✓ To bring on board reputed Corporates to hire
- ✓ To ensure students are Corporate ready and employable

All personnel will be appointed by Edulearning, the rules and regulations and policies of Edulearning will apply for the personnel.

5. Training Curriculum Plan

First Semester

1. Orientation of 8 hours for each class

Objective: to ensure students get familiar and comfortable with each other

Topics that will be covered during the 8 hours

- ✓ Ice Breaker session - 2 hours
- ✓ Importance of following Rules and regulations of the college - 30 minutes

- ✓ Dress code to be followed in college - 30 minutes
- ✓ How to plan your next 3 years with focus on skill development - 1 -5 hours
- ✓ Study skills - with focus on improving academic performance - 1 hour
- ✓ Self awareness - 1 hour
- ✓ Placement cell - awareness - 30 minutes
- ✓ Lunch and tea break - 1 hour

2. Communication Skills - 30 hrs 2 days a week

Objective: To provide a platform for the students to enhance their communication and English language skills

Topics that are covered

- ✓ Pronunciation and Neutral Accent - 10 hrs
- ✓ How to overcome inhibitions while speaking - 2hrs
- ✓ Facing audience - 4 hrs
- ✓ Interpersonal communication - 2hrs
- ✓ Speaking in a group - 4 hrs
- ✓ Speaking using the STAR approach - 4hrs
- ✓ Presenting ideas and views - 2hrs
- ✓ Asking and Answering questions - 2hrs

3. Foreign language- French/Spanish Level 1 - 60 hrs 3 days a week

Second Semester

1. Communication Skills - 30 hrs 2 days a week

Objective: To provide a platform for the students to enhance their communication and English language skills

Topics that are covered

- ✓ Pronunciation and Neutral Accent - 10 hrs
- ✓ How to overcome inhibitions while speaking - 2hrs
- ✓ Facing audience - 4 hrs
- ✓ Interpersonal communication - 2hrs
- ✓ Speaking in a group - 4 hrs
- ✓ Speaking using the STAR approach - 4hrs
- ✓ Presenting ideas and views - 2hrs
- ✓ Asking and Answering questions - 2hrs

2. Soft Skills - 16 hrs - 2 days a week

- ✓ Developing right attitude 2 hrs
- ✓ Building confidence 2hs
- ✓ Time Management 2hrs
- ✓ Creative thinking 2hrs
- ✓ Critical thinking 2hrs
- ✓ Team playing skills 2hrs
- ✓ Adaptability 2 hrs
- ✓ Networking 2 hrs

3. Foreign language- French/Spanish Level 1 - 60 hrs 3 days a week

Third Semester

1. Communication Skills - 30 hrs 2 days a week

Objective: To provide a platform for the students to enhance their communication and English language skills

Topics that are covered

- ✓ Pronunciation and Neutral Accent - 10 hrs
- ✓ How to overcome inhibitions while speaking 2hrs
- ✓ Facing audience 4 hrs
- ✓ Interpersonal communication 2hrs
- ✓ Speaking in a group 4 hrs
- ✓ Speaking using the STAR approach 4hrs
- ✓ Presenting ideas and views 2hrs
- ✓ Asking and Answering questions 2hrs

2. Soft Skills - 16 hrs 2 days a week

- ✓ Developing right attitude 2 hrs
- ✓ Building confidence 2hs
- ✓ Time Management 2hrs
- ✓ Creative thinking 2hrs
- ✓ Critical thinking 2hrs
- ✓ Team playing skills 2hrs
- ✓ Adaptability 2hrs

- ✓ Resume Building - 2hrs

3. Foreign language- French/Spanish Level 1 - 60 hrs 3 days a week

4. Aptitude (Basic Level) - 30 hours (Initially aptitude classes will be held only on Saturdays, on completion of Communication and soft skills modules Aptitude classes will be held on all days)

Fourth Semester

1. Communication Skills - 16 hrs 2 days a week

Objective: To provide a platform for the students to enhance their communication and English language skills

Topics that are covered

- ✓ Public speaking - 16 hrs

2. Soft Skills - 10 hrs - 2 days a week

- ✓ Problem Solving 2 hrs
- ✓ Decision Making 2 hrs
- ✓ Logical and Analytical Reasoning 2 hrs
- ✓ Social and Professional Etiquette - 2 hrs
- ✓ Impact of body language - in social and professional context 2 hrs

3. Foreign language- French/Spanish Level 1 - 60 hrs 3 days a week

4. Aptitude 45 hours (CRT) - will be held for 2 hours, 3 days a week

Fifth Semester

1. Communication Skills Advanced - 16 hrs 2 days a week

- ✓ Pronunciation and Neutral Accent 2 hrs
- ✓ Making effective presentations 6 hrs
- ✓ Speaking on a debatable topic 4 hrs
- ✓ Written communication 4 hrs

2. Soft Skills - 16 hrs 2 days a week

- ✓ Team Work 2 hrs
- ✓ Positive thinking- 2 hrs
- ✓ Resume writing - 2 hrs
- ✓ Group Discussion - 4 hrs
- ✓ Interview preparation - 4 hrs
- ✓ Self - Projection - 2 hrs

3. Aptitude 80 hours (Bank P.O test training) - will be held for 2 hours, 3 days a week

Note: Fifth Semester: Students who have completed CRT in the last semester will do communication skills advance course in addition to the above 80 hours of Bank P.O.

4. Foreign language- French/Spanish Level 1 - 60 hrs 3 days a week

Note: those who have completed level 1 in the last semester will do their level - 2

Sixth Semester

Common additional courses or programs to add value to their curriculum

(The programs listed below can be provided for all batches)

- ✓ Emotional Counseling - 2 to 3 days session every semester for all batches
- ✓ MS Office - 15 day extensive sessions focusing on the final year students
- ✓ Public Speaking (Toastmasters Club)
- ✓ IELTS
- ✓ Entrepreneurship

Tentative Delivery Plan

Days	First Semester	Third Semester	Fifth Semester
Monday	Foreign language	Foreign language	Foreign language
Tuesday	Communication Skills	Soft Skills/ Communication Skills	Aptitude/ Communication Skills
Wednesday	Foreign language	Foreign language	Foreign language
Thursday	Communication Skills	Soft Skills/ Communication Skills	Aptitude/ Communication Skills
Friday	Foreign language	Foreign language	Foreign language
Saturday		Aptitude	Aptitude/ Communication Skills
			Placement Prep- 20 hrs in January 2015

Note:

1. Third Semester, after 15 hours of soft skills, Communication skills training will start. Aptitude training will continue till the end of the semester.
2. Fifth Semester: Students who have completed CRT in the last semester will do communication skills advance course in addition to the above 80 hours of Bank P.O.

Tentative Deliver Plan

Days	Second Semester	Fourth Semester	Sixth Semester
Monday	Foreign language	Foreign language	Finishing - Need based training
Tuesday	Soft Skills/ Communication Skills	Soft Skills/ Communication Skills	
Wednesday	Foreign language	Foreign language	
Thursday	Soft Skills/ Communication Skills	Soft Skills/ Communication Skills	
Friday	Foreign language	Foreign language	
Saturday		Aptitude	

Note:

5. For Fourth Semester, after 15 hours of soft skills, Communication skills training will start. Aptitude training will continue till the end of the semester.