



# **for Enhanced Development for a Global Career Readiness Training program for the AY 2017-18**

## **1. Introduction**

Our Enhanced Development Global Career Readiness training program aims to change participants' attitudes toward learning and self-development and help them to succeed in further skills training or education programs as well as the workplace. Our program is built on the needs of current generation students for meeting the challenges in their professional life. It focuses on empowering students by imparting relevant training and knowledge to excel in their career. Its robust program is aligned with the present day global business scenario and industry demands. Edu Learning develops and deploys innovative skill development training programs to help college students enhance their personal effectiveness.

Our motto is **encourage, engage, enable, and empower** students

The Enhanced Development for Global Career Readiness is an initiative to partner with Institutions in the transformation process from ordinary students to extra ordinary capabilities whilst they are still on campus and making them industry ready to face the global corporate challenges.

## **Training Partner - EduLearning Services Pvt. Ltd.**

EduLearning Services Pvt. Ltd. is a professional organization with a goal to add value and make a positive difference to graduate and under-graduate students by deploying meaningful learning and development initiatives that include:

1. Behavioural Skills,
2. Computer Skills
3. Problem Solving Skills
4. Talent Enhancement
5. Foreign Language
6. Technical Skills
7. Certifications in Finance Domain

## **2. Objectives**

The objectives of the program are

- To facilitate value-add training to students of degree courses so that they are empowered with relevant knowledge and skills to excel in their career
- To provide experiential training so as to provide students a thorough understanding of the concept
- To provide placement support by organizing campus recruitment drives

### 3. Program Details



### Program Outcomes

#### Economic Relevance

- Students are better prepared for today's challenging job market
- More competitive and employable
- Educating students to take the initiative and lead themselves in an investment that schools and businesses can both benefit from

## Future Relevance

- Students will have the ability to apply skills to future work challenges
- Essential communication and leadership Skills can be used by the students whether they are individual contributors or in leadership or managerial positions
- Students find that selfempowerment improves their work and personal relationships

## LifeRelevance

- Program focuses on improving communication and workingskills with professors,managers, peers, friends, and family
- Students learn to diagnose what they need to succeed and how to ask for it
- Problemsolving is the#1 concern of most managers.Students learn how to problemsolve and make gooddecisions at work and in life
- Students learn that it is in their own best interest to be a self leader and take responsibility for getting what you need to achieve their outcomes, goals and expectations

## 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 companies to hire
- ✓ To ensure students are corporate ready and employable

## 5. Schedule

As per the academic calendar of Bangalore University, there are 2 semesters every year for UG and PG programs. EduLearning would provide Training support as per the schedules covered in the proposal submitted. EduLearning will provide placement support from the fifth semester onwards for UG and for PG from 3<sup>rd</sup> Semester onwards. The

placement support would be provided only till one month after the course completion for the existing batch.

## Program Curriculum

### Orientation Program for First Year Degree Students

#### **Session 1 -Get Ahead**

This session addresses what can be done during the three years spent in college to enhance your marketability.

Have a winning Attitude, write your personal mission and learn how to focus

#### **Session 2 - Jumpstart your career**

Understand the process of career exploration, resources available, and the decision-making process..

Starting Early to Plan for Career Marketability

Building a resume

#### **Session 3-Discover your learning style**

This workshop will help students discover if they are an auditory, kinesthetic, or visual learner. They will also learn some study tips related to their specific learning style to help them improve their performance.

#### **Session 4: Image building on Social Media**

In this session, students will learn how to present themselves on social media, do's and don't's on social media

## Semester wise Program Curriculum

First Semester 20 hours <b>Rock the Room</b> Communication Skills	Third Semester - 20 hours <b>Be a Market Leader - An Advanced</b> Communication Skills Program.	Fifth Semester 34 hours <b>Get your dream Job</b> Placement Readiness Program
Pre Training SWOT Analysis 1. Public speaking 2. Debating skills 3. Reporting skills 4. Team communication 5. Listening skills 6. Roll play 7. Reading Comprehensio n 8. Case studies Post Training SWOT Analysis	1. Expressing opinions and views in a business scenario. 2. Describing processes and things in business. 3. Talking about your product and business. 4. Speaking like a leader 5. Negotiation. 6. Business presentations 7. Selling products. 8. Handling customers. 9. Assessment Test and certificate in Business English.	1. Aptitude boot camp 2. MS Excel 3. Placement Readiness program 4. Resume writing, Group discussion and Interviews

Second Semester 20 hours <b>Talent            Enhancement</b>	Fourth Semester 20 hours <b>Aptitude</b>	Sixth Semester
<ol style="list-style-type: none"> <li>1. Pre Training SWOT Analysis</li> <li>2. Being creative and innovative</li> <li>3. Speed reading</li> <li>4. Memory techniques</li> <li>5. Leadership Skills</li> <li>6. Problem solving and decision making</li> <li>7. Professional Etiquette</li> <li>8. Personal grooming, body language and etiquette</li> <li>9. Personal branding</li> <li>10. Team Work</li> <li>11. Post Training SWOT Analysis</li> </ol>	<ol style="list-style-type: none"> <li>1. Quantitative,</li> <li>2. Logical</li> <li>3. Numerical aptitude</li> <li>4. Data Interpretation</li> <li>5. Verbal Ability</li> </ol> Post Training Test	Recruitment Drives

## Semester wise Program

First Semester	Third Semester	Fifth Semester
1. Tenses - 2 hrs 2. Direct - Indirect - 2 hrs 3. Active - Passive - 2 hrs 4. <b>Focus on LSRW</b> - 4 hrs. Activity based LSRW Classes. <b>10 hrs as per your plan</b> <b>Guest Lecture</b>	<b>10. Grammar &amp; Communication</b> Tenses - 1 hrs Direct - Indirect - 1 hrs Active - Passive - 1 hrs <b>Focus on LSRW</b> - 2 hrs. Activity based LSRW Classes. <b>11. Reasoning</b> <b>12. As per curriculum planned</b> <b>13. Guest Lecture</b>	5. Question papers to be discussed. 6. Resume Preparation 7. Group Discussions 8. Aptitude Tests 9. Personal Interviews 10. Mail Etiquettes 11. Drafting Letters 12. Curriculum planned

Second Semester	Fourth Semester	Sixth Semester
<b>1.</b> Continued part of Grammar & Communication <b>along with the Curriculum planned.</b> 2. Vocabulary to be started.	<b>Grammar &amp; Communication</b> <b>Pre-Training Test</b> <b>1.</b> Quantitative, <b>2.</b> Logical <b>3.</b> Numerical aptitude <b>4.</b> Data Interpretation <b>5.</b> Verbal Ability <b>6.</b> MNCs details <b>Post-Training Test</b>	1. Career Development Workshops. 2. Recruitment Drives



**Requisites:**

1. Pre-Training Tests for each Semester.
2. Post-Training Tests for each Semester.
3. **Manual (Including):**
  - a. Curriculum of VAC
  - b. Career Opportunities
  - c. List of Competitive Exams
  - d. List of Courses available after degree
  - e. Global reach opportunities
  - f. List of Trainers along with their expert area/Specialisation.
4. **Attendance** - Manual & Digital Campus.
5. **Work Diary** to be filled and duly signed by the Trainers.
6. One set of Question Papers and Answers of all handouts, Tests etc.  
**Hand out Structure.**
  - a. Topic
  - b. Meaning of Topic
  - c. **Formulae** - Direct Method & Short-cut Method
  - d. **Questions** - Class Room Questions, Assignments, Self-Learning Questions.
7. Set of Answers to be handed over to the Co-ordinators for all the Handouts.

**BCA - Semester wise Program**

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester	5 <sup>th</sup> Semester	6 <sup>th</sup> Semester
As per Curriculum Planned for B.Com & BBA (Grammar & Communication)	<b>App Devt Course</b> & Curriculum Planned for B.Com & BBA	<b>Android &amp;</b> Curriculum Planned for B.Com & BBA	Project Devt Cycle & Curriculum Planned for B.Com & BBA	Group Discussions, Personal Interviews, and as planned for BBA & B.Com	