



# Delhi Metropolitan Education

Affiliated to GGSIPU, New Delhi & Approved by Bar Council of India

DME\_DMS\_TPO\_5

8 February 2020

## CONNECT WITH WORK: TRAINING PROGRAM

1. The **DME Management School Training and Placement Cell**, in association with **Rubicon Skill Development** (CSR initiative of **Barclays**) is organising a 4-day (24-Hour) **Certificate** Training Program for BBA Batch 2017\_20 as under.  
10-13 February 2020, 0930-1630, Seminar Hall (5<sup>th</sup> floor)  
Seats: 50

New Hire Training/ Personality Development/ Employability Skills			
Sr. No.	Topic	Learning Objectives	Duration
1	Expectation setting	To learn Industry expectations from freshers	1
2	Ice breaking	To know more about the trainer & candidates	1
3	Organizational Structure	To learn Organizational structure	2
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/ Threat	2
5	Corporate Jargons	To learn most commonly used words in corporates	1
6	Public Speaking	To eliminate stage fear	2
7	Presentation Skills	To articulate your thoughts through Power point presentation	2
8	E-mail Etiquette	To learn E-mail writing skills	2
9	Grooming	Dress to impress/ Proximity/ Personal hygiene/	2
10	Body language	To learn positive body language	1
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics	2
12	Group Discussion	To assess candidates' public speaking skills	2
13	Personal Interview	To perform well during interviews	4
Total			24 hrs

2. Interested students to register (1<sup>st</sup> come 1<sup>st</sup> serve basis) by 9 Feb 2020 with the student co-ordinator Nirmal Sharma\_9818474382.

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