

## Communicative English & Workplace Readiness

<u>Counselling Support &amp; Regular Conversation</u>		
<u>Sl.No</u>	<u>Topics</u>	<u>Sub-Topics</u>
1	Introduction and Orientation to WPR	1. What are soft skills 2. Importance of WPR at workplace and life
2	Effective communication +Body language (including non-verbal communication, greeting and describing others)	1. Types of communication - passive ,active 2.Body language - Verbal and non-verbal 3. Greeting and describing others
<u>Group Discussion &amp; Regular Conversation</u>		
<u>Sl.No</u>	<u>Topics</u>	<u>Sub-Topics</u>
1	Teamwork and cooperation	1. Importance of teamwork at workplace 2. how to be a good team player
2	Conflict management	1. managing Conflicts at workplace
3	Time Management	1. managing self and time ( includes stress management )
4	Decision Making + problem solving	1. Decision making as a skill vs problem solving as a skill 2. how the skill will help at workplace
<u>Preparation For Interview</u>		
<u>Sl.No</u>	<u>Topics</u>	<u>Sub-Topics</u>
1	Interview Preparation	1. Writing emails (formal and informal) 2. Writing a CV 3. Interview preparation
2	Job readiness	Mock Interview session and Assessment