



**DON BOSCO ARTS & SCIENCE COLLEGE**

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# Professionalism, Effective Communication, Corporate Soft Skills, Manners & Etiquette

Finishing School Certification Programme

March 8 -11, 2020

MSW



## ACHIEVERS

### **FINISHING SCHOOL CERTIFICATE PROGRAMME**

Day One: Pre – Training Assessment, Self Confidence Improvement, Communication Skill Enhancement

Day Two: Professionalism, Corporate Etiquette, Power Dressing & Grooming

Day Three: Goal Setting, Opportunities & Challenges, Resume Building, Interview Facing Skills

Day Four: Group Discussion & Mock Interview, Post Training Assessment

#### **Planned Curriculum & Time Table:**

TOPIC	DURATION
<b>Day One</b>	
Pre Training Assessment	30 Min
Effective Communication – Verbal & Non Verbal	1.5 Hours
Body Language Analysis & Feedback	3 Hours
English Language – Spoken English Skills	1.5 Hours
Confidence & Motivation	1.5 Hours
<b>Day Two</b>	
College to Corporate – Professionalism Fundamentals	3 Hours
Corporate Etiquette	1.5 Hours
Power Dressing & Grooming	2 Hours
Dining Etiquette	1 Hour
<b>Day Three</b>	
Having an Aim in Life - Goal Setting & Target Achievement	30 Min
Opportunities & Challenges	1 Hour
Effective Personal Introduction	2 Hours
Resume Building	1.5 Hour
Interview Facing Skills	2.5 Hours
<b>Day Four</b>	
Group Discussion	2.5 Hours
Mock Interview & Feedback	3.5 Hours
Course Completion Assessment	1 Hour
Valedictory Function	30 Min