

E3 Training syllabus

Objective: To develop managerial and employability skills with emphasis on holistic development of management students.

One session: 50 min

Semester I:

Module 1- Introduction, grooming and communication basics (15 sessions)

- Session 1- 5 : The Big Picture of MBA & skill oriented training in MBA.
- Session 6 : Paradigm shift required for the MBA course
- Session 7 : Different Areas of Services rendered by an MBA
- Session 8 : Placement opportunities for MBA
- Session 9, 10 : Importance of grooming; professionalism – (Demo, video)
- Session 11- 14: Introduction to verbal communication, usage of tenses. – (Activity)
- Session 15 : Dining etiquettes (demo, video)
(This will be covered in orientation)

Module 2- Effective Communication (15 sessions)

- Session 16- 17: Introduction to Verbal communication- asking a question, making a request, starting a conversation, ending a conversation, drawing attention, greeting, thanking (role play exercises)
- Session 18-20 : Verbal communication- Talk on a Topic, Just a Minute etc. (exercises)
- Session 21-23 : Importance of non-verbal communication; how to use non-verbal during communication; demonstration, video
- Session 24-27 : Self-introduction- guidelines, demo, video (practice sessions)
- Session 28 : Self-introduction (evaluation)
- Session 29 : Listening skills and observation skills (guidelines, demo, video, practice sessions)
- Session 30 : Book review (guidelines, demo, one or two practice sessions)

Module 3- Presentation and e-skills (15 sessions)

- Session 31-32 : Power point presentation- Oral presentation - Planning, Writing and completing a presentation; how to prepare slides; dos and don'ts when preparing slides and presenting the message.
- Session 32-35 : Practice session (lab)
- Session 36-38 : Power point presentation (evaluation)
- Session 39-40 : Drafting emails (Practical's)

Evaluation of the course (practical)

- Session 41-45 : Seminars on Recent Topics (Evaluation will be done focusing more on verbal and nonverbal aspects of communication.)

Semester 2

Session 1 : Personal Effectiveness

- Session 1-3 : Personality development- tips, games, group dynamics
- Session 4-5 : Personality test (lab using assessment inventory and results to be briefed)

Session 6-10 : Building positive attitude (tips, videos, group activity)
Session 11-15: Group Discussion- tips and practice sessions .

Module 2 : Skills for Career building

Session 16- 18: Product launch

Session 19- 20: Business Plan preparation, presentation.

Module 3 : Leadership skills

Session 21-22 : Time Management skills- tips, exercise

Session 23-24: Problem solving skills- tips, group exercises, role-play

Session 25-26: Leadership skills-interpersonal skills, team work, EQ- exercises, role-play

Evaluation of the course (practical)

Session 27-30: Business Plan presentation

Semester 3

Module 1: Skills for Career building

Session 1-5 : Resume preparation tips, practices, submission and correction

Session 6-10 : Self Introduction tips, practices, submission and correction

Session 11-15 : Interview skills- tips, mock interview, videos of good and bad interviews, Skype interview sessions

Session 16-20 : Aptitude Test. (only practical sessions in lab)

Evaluation of the course (practical)

Session 25-30: Advertisement on a vacancy is published, students apply for the vacancy via email with cover letter and resume attached, Aptitude test, Group Discussions, and Interview is conducted.