

Rubicon Training Outline

Barclay's Life Skills and Employability Skills Training Program			
Sr. No.	Topic	Learning Objectives	Duration
1	Goal Setting	To set Career Goal	3
2	Resume Writing	Corporate Resume	3
3	Personal Interview	To perform well during interviews	2
4	Application Writings	Write a proper Application (Writing Skills)	2
5	Presentation Skills	To articulate your thoughts through Power point presentation	2
6	Corporate Jargons	To learn most commonly used words in corporate	2
7	Manners and etiquettes	Industry Manners and Etiquettes	2
8	Public Speaking	To eliminate stage fear	2
9	Debate Discussion	How to win debate	2
10	Team Building	Team work important	2
11	Mock Interview	Individual Mock Interview of students at last day	2
Total			24 hrs.

Outcomes of Training Program

1. Clear Career Direction and Goal Setting

- Students will learn to set clear, achievable career goals, enabling them to strategically plan their professional development and focus their efforts on achieving their career aspirations.

2. Professional Communication and Writing Skills

- Students will develop the ability to write effective resumes and applications, mastering the skills needed to present themselves professionally in written communications within the corporate environment.

3. Interview and Public Speaking Proficiency

- Students will enhance their interview techniques and public speaking abilities, allowing them to perform confidently and effectively in both personal interviews and public speaking scenarios, including debates.


4. Mastery of Corporate Etiquette and Jargon

- Students will acquire essential knowledge of industry manners, etiquettes, and commonly used corporate jargon, ensuring they can navigate professional environments with confidence and professionalism.

5. Effective Teamwork and Presentation Skills

- Students will improve their ability to work collaboratively in teams and articulate their thoughts through PowerPoint presentations, ensuring they can contribute effectively in team settings and present ideas clearly and persuasively.




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