

## SoftSkills Lectureflow

The below given flow should be followed by each faculty while taking lectures. If the faculty decides to change the flow - he/she will need to first take permission from the Training coordinator at the HO (Ahmedabad office)

<b>Module 1) Personal Information</b>	<b>6</b>
<ul style="list-style-type: none"> <li>• Talk about your education - school, degree</li> <li>• talk about interests hobbies, likes, dislikes, leisure, activities</li> <li>• Talk about Family background &amp; hometown , memories</li> <li>• Talk about Favorite places , Food , Movie , Festivals</li> <li>• Talk about Goals short term long term , career aspirations</li> </ul>	
<b>Module 2) Technology</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Talk about IT field.</li> <li>• Current and upcoming trends in your technology</li> <li>• Technology Skill up gradation, career aspirations and learning growth</li> <li>• Learning at TOPS Technologies</li> <li>• why this course; this field</li> </ul>	
<b>Module 3) Projects</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Project Briefing</li> <li>• Talk about project - Concepts , frameworks , Features of project, similar projects in market</li> <li>• Final Project presentation</li> </ul>	
<b>Module 4) HR Questions</b>	<b>6</b>
<ul style="list-style-type: none"> <li>• Talk about yourself, personal details , goals, skills</li> <li>• Talk about strength and weakness</li> <li>• Talk about goals , future , short term and long term goals</li> <li>• Talk about the hiring company, Background, projects , technology , employee</li> <li>• Talk about the JD and skills required</li> <li>• Talk about Hr policies- time, leaves, agreement , working days , increment , agreement security</li> <li>• Talk about your achievements , success , failures and learnings</li> </ul>	
<b>Module 5) Soft skills to crack interviews</b>	<b>7</b>
<ul style="list-style-type: none"> <li>• Orientation , Grooming , body language</li> <li>• Self Evaluation , LinkedIn profile , social Media profile , Resume Builder</li> <li>• Confidence Building (Activity Session), Language Barrier , Impromptu Speech, IT Policies Briefing</li> <li>• Presentation Skills, Pre interview briefing (Do's &amp; Don'ts) and HR Questions</li> <li>•</li> </ul>	
<b>Orientation/ Grooming/ Body language</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• Orientation/ Grooming</li> </ul>	
<b>Self Evaluation, LinkedIn Profile and Resume Builder</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• Body language and HR Questions(5)</li> </ul>	
<b>Confidence Building (Activity Session) - Language Barrier , Impromptu Speech - IT Policies Briefing</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• Presentation skills/ HR Questions</li> </ul>	

<b>Presentation Skills, Pre interview briefing (Do's &amp; Don'ts) &amp; HR Questions</b>	<b>1</b>
• Assessment / HR Questions	
<b>Student's Presentation Assessment &amp; HR Questions</b>	<b>1</b>
• Group discussion / Mock interview	
<b>Mock Interview, Rejection Handling &amp; Assessment</b>	<b>1</b>
• Mock interview assessment	