

Work Readiness Programme

1. SWOT Analysis, Resume Building
2. Cover letter /Email Drafting-formal, informal , different type of audience
3. Structure and Methodology of an Interview.
4. Types of Interviews,FAQs
5. Behavioral Questions, Situational questions,Do's and Don'ts of an Interview
6. Harnessing social/ professional networks for career growth,Proxemics
7. Corporate Etiquettes, Netiquettes
8. Group Discussion