

Part I – Aptitude

Session 1:

✓ Number System

o Unit Digit

o Last 2- digits

o Remainder

o Divisibility

o Cyclicity

o Fast Maths

o Simplification

o LCM- HCF

Session 2:

✓ Ratio and Proportion

✓ Partnership

Session 3:

✓ Percentage

✓ Profit and Loss

Session 4:

✓ Time, Speed and Distance

✓ Trains

Session 5:

✓ Time and Work

✓ Wages

Session 6

- ✓ Probability

Session 7:

- ✓ Permutations and Combinations

Session 8:

- ✓ Series
 - o Number
 - o Alphabetical
 - o Repetitive

Session 9:

- ✓ Blood Relations

Session 10:

- ✓ Problems on Ages
- ✓ Clock & Calendar

Session 11:

- ✓ Alphabetical Reasoning
- ✓ Ranking & Order

Session 12:

- ✓ Direction Sense
- ✓ Puzzles

Part II -Effective Communication

Session 1:

Personality Development

- First impressions
- Greeting
- Formal dressing & etiquettes
- Body language
- Ethics

Session 2:

Personality Development

- Developing positive attitude
- Confidence building
- Questioning techniques
- Psychometric Analysis

Session 3:

- Listening Skills
 - Importance of listening
 - Techniques for effective listening

Session 4:

Listening Skills

- ✓ Voice & Accent (VNA) Rounds in interviews
 - Listening to audio/video clips
 - Question-answers based on the listened audio/video clips

Practice Sessions:

Practise audio synthesis

Session 5:

Reading Skills

- ✓ Reading Comprehension
 - Practise proper accent and articulation
 - Techniques to answer questions based on comprehension

Practice Sessions:

Comprehension exercises

Session 6:

Writing Skills

- ✓ Essay writing
 - Characteristics of a good essay
 - Types of essays
- ✓ Structure of an essay (introduction, main body, conclusion)
- Generative AI based writing

Session 7:

Writing Skills

- ✓ Letter writing
 - Types of letters
 - Parts of a letter
- ✓ Official emailing
 - Structure and etiquettes of email writing
 - Tips to write an impressive email

Practice Sessions:

Essay writing

Letter writing

Email writing

Personalized Generative AI based writing

Session 8:

Public Speaking

- ✓ Managing stage fear
- ✓ Speech design
- ✓ Informative speeches
- ✓ Speeches for special occasions (Introduction, Welcome, Felicitation, Thanks, etc)
- ✓ Personalized Generative AI based speeches
- ✓ Extempore & impromptu speeches

Practice Sessions:

Conduct various types of speeches

Preparing personalized Generative AI based speeches

Session 9:

Presentation Skills

- ✓ Methods to conduct effective and engaging presentations
- ✓ Organisation & structure of presentation
- ✓ Design of slides in PPT
- ✓ Body language & voice

Practice Sessions:

Conduct presentations using PPT

Feedback of presentations

Session 10:

Group Discussions

- ✓ What is a GD?
- ✓ Skills assessed in GD
- ✓ Common mistakes
- ✓ Common GD topics

Practice Sessions:

Conduct practice GDs with video recording

Playing and analysis of GDs conducted

Session 11:

Personal Interviews

- ✓ Preparation for Interview
 - o Qualities interviewers looking for
 - o Getting ready for Interviews
 - o Company Research
 - o Overall approach
 - o Just before interview

Session 12:

- ✓ Online Interviews
- ✓ Tips for online Interviews
 - o Best practices for attending online interviews
 - o What to do (and not do) during online interviews?

Multiple Practice Sessions:

Practice common technical questions

Practice common HR/behavioural questions

Conduct mock interviews

Conduct online interviews