

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
 - o Listening to audio/video clips
 - o Question-answers based on the listened audio/video clips

Practice Sessions:

Practise audio synthesis

Session 5:

Reading Skills

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

Practice Sessions:

Comprehension exercises

Session 6:

Writing Skills

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

Session 7:

Writing Skills

- ✓ Letter writing
 - o Types of letters
 - o Parts of a letter
- ✓ Official emailing
 - o Structure and etiquettes of email writing
 - o 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