Softskill assignment

Module 1) Effective Communication   (01)

- Communication Skills and Its Types
- Body Language Skills
- Importance of Listening
- Effective Written Communication Skills
- Aggressive vs Assertive Communication

Understanding of topic task -

create a profile for yourself till now and explain your journey, add who is your mentor, what you want to achieve, where do you see yourself 3,5,10 years, your home town, your education and school + college experience; Life now was compared to college/school life; expectations from parents;

Assignment :

Email writing on 10 seniors
Listen audio and Answer It Q&A Based on any one from the links

Module 2) Campus to Corporate   (02)

- Managing Interviews
- Managing Impressions
- Understanding Office Etiquette
- Managing Feedback

Understanding of topic task -

List at least 5 companies you would like to work for and explain why? What do you think will be your life at any organisation?

find out 5 best CVS according to them and explain why ?
5 Best linkedin group according to their technologies

in your batch /es at TOPS who do you think creates and impression and why? how would you change or apply those to yourself?

Share the basic rules of any corporate companies .

share the feedback given by anyone - parents, school, college, friends, TOPS that you have not liked - what was that and why did you not like it? Have you improved on that now!

Assignment :

1) Resume building
2) Linkedin profile

Module 3) Building COrporate culture

- Teamwork and Collaboration
- Time Management
- Creative Thinking
- Leadership
- Stress Management
- Art of Multitasking
- Problem Solving

Understanding of topic task -

What Challenges will you face when you do team work ?

share a timetable of your daily schedule and how you plan your day and time

Talk about the personality traits from your any role model in family , friends Or social media follower which you would like to implement .

What is the best activity for yourself to release stress?

How would you manage your Career , work and personal life ?

Share a problem you solved subject related or non subject and how u managed to solve it

Assignment :

3) Aptitude test Link : Solve with in 20 minutes or in limited time
4) Problem solving Challenges
5) (based on Kahut app)