

Soft Skill Assignment

Module 1

- 1) S.W.O.T. Analysis.

Analyze yourself and your strength & weakness. (to be mailed to the trainer)

- 2) Grooming:
 - I. Dress neatly & professionally.
 - II. Clean shave
 - III. Neatly combed & parted hair.
 - IV. Formal shoes with formal belt.
- 3) How to make your oral communication effective?
Mention the disadvantages of oral communication?
- 4) Write E-mail to the trainer in the given topic and cc to your technical trainer.
How to make your written communication effective?
Mention the advantages & disadvantages of written communication.
- 5) Remember the positive & negative body language. Follow them.
Be conscious about your gestures & postures.
- 6) Remember the presentation rules & guidance. Prepare the given presentation for next class.

Module 2

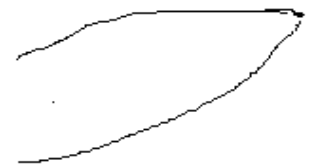
- 7) Give you presentation to the class & trainer.
- 8) Make your resume as per the format given in class.
- 9) Remember the basics of interview.
Greetings-questions-answers-thank you-feedback.
- 10) Read the given HR questions in class & prepare your answers.
Tell me something about yourself.
Why have you selected IT Field?
Why do you want to become developer/Designer/Software Tester?
Why have you selected Particular Technology like PHP/Java/.NET/Android/IOS? (Only for Those students who have opted for this course)
Are you interested in Web or Graphic designing or both? (Only for Designing students)
What do you know about our company?
Why should I hire you?

What are your strengths and weaknesses?
Why do you want to work at our company?
Are you ready to relocate?
Who/What motivates you?
Have you taken interview in any other company? If yes than which companies? And what is the feedback you are receiving?
What are your hobbies?
Where do you see yourself after 5 years?
How long are you planning to stay in this company?
Are you ready for 2 years bond?
What is your salary expectation?
Do you have any question for me?
There is some gap in your education/work history, why?
If you win a lottery, would you still work?
How would you rate your communication skills?
What makes you angry?
Describe your ideal company, location and job.

- 11) Present all your projects in the class as shown by the trainer.
 - 12) Prepare for telephonic interview as shown in class.
 - 13) Remember the HR policies discussed in the lass. Research about different HR policies in the industry.
 - 14) Research and prepare a report about the latest IT trends in the market/industry.
 - 15) Prepare for Mock HR sessions.
- Dress formally & prepare the file folder as per instructed. Carry it with you.

Module 3

- 16) Solve the case study of decision making given in class.



- 17) Complete the Incomplete Figure Test. Give it any shape.
- 18) Remember the rules for a positive & successful team.
- 19) Prepare your next week's tasks/activities according to Stephen covey's matrix learned in class.
- 20) Write down positive changes you are going to make in the next 2 weeks in order to improve your lives and to avoid stress.