

Skills to Succeed Training Completion Certificate


This is to certify that

Mr./Ms. Poojitha N
S/o,D/o,W/o Giri N bearing
Reg No: 172088 has successfully completed his/her 60 -days
intensive training program at GROW GDY-Karnataka
from 15-Feb-2022 to 16-Apr-2022

Below table contains summary of the courses offered to him/her and the
Assessment results after course completion.

| # | Course Name | Course Level * | Training Completed | Competency Achieved |
|---|----------------------------|----------------|--------------------|---------------------|
| 1 | Soft Skills | L1 | Yes | Yes |
| 2 | Communication Skills | L1 | Yes | Yes |
| 3 | Communicative English | L1 | Yes | Yes |
| 4 | Digital Literacy-MS Office | L1 | Yes | Yes |
| 5 | Digital Literacy-Typing | NA** | NA** | NA** |
| 6 | Aptitude | L1 | Yes | Yes |
| 7 | Sector Readiness | L1 | Yes | NT** |

NT** -> Assessment not taken.


Avinash Vashistha
Chairman & Managing Director
Accenture - India


Shamik Trehan
Chief Executive Officer
Dr Reddy's Foundation

| Course Level * | | |
|--|---|--|
| Competency | L1 Definition | L2 Definition |
| Communication Skills (Listening Skills,Body Language,Speaking Skills) | Will be at ease in gathering and sharing basic information in a familiar environment | Will be at ease in gathering and sharing basic information in a familiar environment with contextual appropriateness |
| Communicative English | Able to speak short and structured sentences in English | Able to describe and compare product features in English |
| Digital Literacy- Microsoft Office | Can perform basic computers and Microsoft Office functions (Word,Excel,and PowerPoint) | Can perform advanced Microsoft Excel functions |
| Digital Literacy- Typing | Can type @25WPM with 100% accuracy | Can type @35WPM with 90% accuracy |
| Aptitude | Familiar with concepts of basic Mathematical functions (Multiplication,Division,Addition,Subtraction,Percentages) | Can perform basic quantitative aptitude and reasoning problems |

The above competencies are built on the following fundamental courses.

1. Soft Skills
2. Sector Readiness

These two courses would improve the following behaviours in the Learners

- . Confidence
- . Appearance
- . Learning Agility
- . Work Ethics
- . Sector Readiness
- . Team Work
- . Work Readiness