

MODULE 1 - PERSONAL AND PROFESSIONAL EFFECTIVENESS

Topics Covered

1. Self-awareness
2. Goal Setting
3. Critical Thinking
4. Time Management
5. Cover Letters
6. Resume Making

MODULE 2 - COMMUNICATION

1. Verbal Communication
2. Non-Verbal Communication
3. Listening Skills
4. Written Communication
5. Business Communication
6. Grammar

CHAPTER OUTLINES

1. Self-Awareness

- Self-awareness is an awareness of one's own personality or individuality.
- Technique - SWOT (Strengths, Weakness, Opportunities, Threats)
- Interview Questions asked: What are your strengths and weaknesses?
- Tools to develop - ChatGPT
- Prompt - **to identify strength and weakness by uploading resumes and to assess performance in interviews:**

Can you help me identify my personal strengths based on my academic and work experience?

Here's a summary of my background [briefly describe]. Can you help me list my strengths and weaknesses?

Provide a situation:

When asked about my weaknesses in an interview, I replied that I do not have any weaknesses....

What about my thoughts are reflected in this situation? How would this have been perceived by the interviewer? How could I have answered differently?
Provide critical feedback on the same.

2. Goal Setting

- Setting SMART goals (Specific, Measurable, Achievable, Realistic, Time bound)
- AI Tool - ChatGPT

Upload your resume and JD of the role you want to apply to before 3 months to identify missing skills or weaknesses.

“Here’s my resume. I want to apply for entry-level ML Engineer roles, the jd is provided below. What skills am I missing? Help create a road map to cover the gap in 2 months”

3. Critical Thinking

- To think about things from all angles, to analyse the problem in hand and identify the best solutions by overcoming assumptions and biases.
- AI Tools - Rationale AI - [Rationale - a revolutionary decision-making AI powered by the latest GPT and in-context learning](#)
Helps you to identify the pros and cons of a decision, chart out what could happen if you take a specific action.

4. Time Management

- Manage your time using the CLOCK technique - Choosing your goal using the Eisenhower Matrix, list the activities and microplan, and overcome distractions through the Pomodoro Technique.

5. Cover Letters

- Cover letters are application letters which details specific aspects of your growth and journey to establish a connection with the recruiter and secure an interview spot.
- AI Tool - Grammarly Cover Letter Maker
Upload your resume in doc format and paste the JD. The tool creates a cover letter by itself.

6. Resume Making

- Resumes are concise one page document which covers your professional and academic journey.
- It includes:
 - Contact Information
 - Work experience/Internship experience/Volunteering (to be arranged in bullet points)
 - Projects
 - Training/Certifications
 - Skills - Technical, Soft Skills
 - Additional Information
- Use ATS formatting - Applicant Tracking System

Category	Best Practice
Formatting	Use consistent formatting throughout - Maintain a one-column layout only- Apply standard section headings - Use simple bullet points
Keywords & Titles	Include relevant job titles (e.g., Software Engineer, Data Analyst)- Use industry-specific keywords to match job descriptions
Structure	Contact Information —Professional Summary (2–3 lines max)- Education- Experience- Skills- Projects- Certifications
Fonts & Styling	Use Arial, Calibri, or Times New Roman - 10–12 pt for body text- 14–16 pt for headings- Avoid italics or fancy symbols
Quantifying Achievements	Use numbers and metrics (e.g., “Improved performance by 30%”, “Trained model with 85% accuracy”)- Avoid images, charts, infographics, or columns
Extra Sections	Combine into one clean section if needed: Skills, Competencies, Certifications, Volunteering, Awards

- Use **Wonsulting AI** to check ATS Scores.

MODULE 2 - COMMUNICATION

7. Verbal Communication (2 Chapters)

- 7 C's of Communication - Clear, concise, correct, concrete, coherent, courteous, complete

- Effective communication happens when what you communicate is clear to the other person and they can understand and respond.
- The communication etiquettes of attending online meetings, offline meetings, phone calls and presentations (Planning for, preparing for, practicing and presenting)

8. Non- Verbal Communication

- Appearance, gestures, eye contact, tone, pace, pitch, facial expressions, postures
- AI Tool - ChatGPT
- You can record yourself on your laptop using screen recording while practicing interview answers and upload the recording on Chat GPT and ask it to analyse your non-verbal communication.

“Assess the video on the basis of the answers and environment, and body language and provide critical feedback”

9. Listening Skills

- Become a better listener using the EAR Technique - Empathise with your listener, without any judgement, have an attentive attitude, and respond verbally and non-verbally to your speaker.
- Verbal nods (hmm, ok), non-verbal responses (eye contact, nodding, not interrupting)

10. Written Communication

- The format of emails - To (CC, BCC), Subject, Salutation, Body, Signature, Attachments
- Use **Grammarly extension** to recognise spelling and grammatical errors.

11. Business Communication

- Communication within and outside the workplace/companies - to colleagues and to clients, media, etc.
- Should be practical, brief, persuasive, goal-oriented, factual

12. Grammar (2 Chapters)

- Parts of Speech (8), Subject - Verb - Object, Tenses, Articles (3) and Subject-Verb agreement

