

## **EMPLOYABILITY ENHANCEMENT TRAINING**

### **OBJECTIVE:**

The Employability Enhancement Program (EEP) is conducted since the students appear for all the competitive exams and require aptitude and soft skills for the same. The program is hosted for 15-20 days usually spread over 72 hours. A pre assessment is also conducted in order to identify the weaker areas of the students and accordingly the module is developed. Additional doubt sessions also became a part of the module in which mock interviews are held. The program is for the final year students of B.Tech, B.Pharm and MCA with the vision of development of soft skills as well as aptitude skills.

### **PRE-REQUISITE(s):**

Basic knowledge of all three segments of aptitude and basic communication skills.

### **OVERVIEW:**

EEP gives the already prepared students a final touch to their preparation with focus on company specific training visiting our campus. The program has been designed on the premise and requirement of the students QA, VA, LR-DI. In-house training material containing aptitude test prep student guide and class handouts are given to the students. In soft skills group discussions, presentation skills, mock interviews, resolving conflicts, time management and team work are included in the session plan. Pre and post assessment are conducted by external organizations like Aspiring Minds, CoCubes, etc. In terms of learning outcomes, confidence and knowledge are also marked by a positive curve. The objective of this module is to make the student corporate ready, by providing a professional setup so that he learns how to tackle situation based and other questions during Campus placement.

### **Why take this course?**

- To be prepared for placements

- To perform well in aptitude tests.
- To prepare for various competitive exams, along with interview and group discussion practise.

### What you will learn in this course?

- The three core segments of aptitude- Verbal aptitude, Logical Reasoning and Quantitative aptitude
- Develop on soft skills and learn the various test taking skills.

### Who this course is for:

- Students who are preparing for placements
- Students who are preparing for Government exams.
- Those who wish to improve general aptitude.

### Course Outline:

|           | Topic                                  | No. of hours |
|-----------|--|--------------|
| Module 1  | Number System                          | 4            |
| Module 2  | Parts of Speech, Vocabulary            | 2            |
| Module 3  | Pre-assessment                         | 3            |
| Module 4  | Number Series, Symbol Series           | 2            |
| Module 5  | Percentages and Ratios                 | 3            |
| Module 6  | Effective Communication Skills         | 5            |
| Module 7  | Profit and Loss                        | 2            |
| Module 8  | Vocabulary                             | 1            |
| Module 9  | Analogies, Direction Sense and puzzles | 2            |
| Module 10 | Averages and Ages                      | 1            |
| Module 11 | Tenses                                 | 2            |
| Module 12 | Blood Relations and Arrangements       | 1            |
| Module 13 | Body Language                          | 2            |
| Module 14 | Mixtures and Allegations               | 2            |

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|-----------|--|---|
| Module 15 | Subject Verb Agreement                                 | 2 |
| Module 16 | Calendar and clock                                     | 1 |
| Module 17 | Resume writing and LinkedIn Profiles                   | 2 |
| Module 18 | Time, Speed and Distance                               | 2 |
| Module 19 | Reading Comprehension                                  | 2 |
| Module 20 | Syllogism  | 2 |
| Module 21 | Cover Letters and Email Writing                        | 2 |
| Module 22 | Time and Work  | 2 |
| Module 23 | Error Identification                                   | 3 |
| Module 24 | Statements and Assumptions, Statements and conclusions | 2 |
| Module 25 | Interview Rounds and Preparation                       | 2 |
| Module 26 | Permutations and Combinations                          | 2 |
| Module 27 | Cloze Test, Synonyms and Antonyms                      | 1 |
| Module 28 | Seating Arrangements                                   | 2 |
| Module 29 | Handling Interview Questions                           | 2 |
| Module 30 | Basic Geometry and Logarithm                           | 1 |
| Module 31 | Idioms and Phrases, Para jumbles                       | 1 |
| Module 32 | Coding, Decoding and Inequality                        | 2 |
| Module 33 | Group Discussion                                       | 2 |
| Module 34 | Logical Set Theory and Venn Diagrams                   | 2 |
| Module 35 | Post-assessment and feedback                           | 3 |