

SEVEN DAYS SHORT TERM TRAINING PROGRAMME
FOR B.COM IV

on

"PERSONALITY DEVELOPMENT
&
INTERVIEW SKILLS"

PROPOSED DATES

10TH TO 19TH AUGUST, 2020

TIME 12.00 PM TO 1.00 PM

MODE : ONLINE

::COURSE CONTENTS::

- Written Communication skills : CV types and preparation, Cover letter and interview preparation
- Verbal Communication Skills : Group Discussion, Interview Skills, Interview questions and answers
- Physical appearance and Documentation
- Stress Management during Pandemic Period (COVID - 19) and before interview
- Use of ICT for interview, documentation and presentation for interview

Dr. R. K. Pathak Dr. Shalini Choithrani Dr. Pushpa Suryavanshi

Convenor
Prof. D.K. Nema

Dean & Head, Deptt. of Commerce