



ANMA Integrated Development Association (AIDA)



is organizing in collaboration with
Don Bosco College, Kohima



Certificate Course
Spoken English
&
Career Guidance

COURSE OBJECTIVES

➔ To secure a challenging position in a reputable organization to expand learnings, knowledge and skills.

Course Content:

- ✓ Assertive Communication
- ✓ Influencing Skills
- ✓ Resume Writing
- ✓ Sustainable Career
- ✓ Interview Skills and Mock Evaluation
- ✓ Career Guidance

Course Duration :
30 hours (3hrs per day)

Mode of Training:

Online



CONTACT US : ANMA INTEGRATED DEVELOPMENT ASSOCIATION (AIDA)

Don Bosco Campus, Post Box No - 2, P.O - N.N Gaon, River Belt Colony

Dimapur, Nagaland - 797113, India

W.P. Suresh,
Principal

Don Bosco
PB - 430

9436060443 | Email: aidasdb@gmail.com | website: www.aidasdb.org

Kohima-797001, Nagaland





Facilitators



REV. FR. ROY GEORGE SDB

EXECUTIVE DIRECTOR,
AIDA - DON BOSCO



REV. FR. DEVASSY PALATTY SDB

PROVINCIAL SECRETARY,
DON BOSCO DIMAPUR



REV. FR. M D VARGHESE SDB

Asst. Prof.
DON BOSCO COLLEGE, GOLAGHAT



DR. ANNA LUNGBILA

HRD MANAGER,
AIDA - DON BOSCO



MR. SEBI CHACKO

PROJECT COORDINATOR, JPN
AIDA - DON BOSCO



MS. GARROL LOTH

PROJECT COORDINATOR CFD,
AIDA - DON BOSCO

CONTACT DETAILS

ANMA INTEGRATED DEVELOPMENT ASSOCIATION (AIDA)
DON BOSCO CAMPUS, POST BOX NO - 2, P.O - N.N GAON, RIVER BELT COLONY
DIMAPUR, NAGALAND - 797113, INDIA
PH : 9436060443 | Email: aidasdb@gmail.com |
website: www.aidasdb.org

TRAINING SCHEDULE

Date	Day	Time	Topic	Resource Person
13 th	Monday	9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,
		10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb
		11:00 - 11:45	Personality Development Skills	Dr. Anna Lungbila
			* What are personal development skills	
			* Why are personal development skills important	
* How to improve your personal development skills				
* How to enhance your personality				
14 th	Tuesday	9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,
		10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb
		11:00 - 11:45	Personality Development Skills	Dr. Anna Lungbila
			* Types of personality	
			* 5 pillars of personality development	
9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,		
10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb		
15 th	Wednesday	11:00 - 11:45	Personality Development Skills	Dr. Anna Lungbila
			* Five stage of personality development	
			* Factors affecting personality development	
			* Influence on personality	
16 th	Thursday	9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,
		10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb
		11:00 - 11:45	Social Development Skills	Ms. Garrol Lotha
* Written and non - verbal communication				
17 th	Friday	9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,
		10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb
		11:00 - 11:45	Social Development Skills	Ms. Garrol Lotha
* Relationship management				
18 th	Saturday	9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,
		10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb
		11:00 - 11:45	Social Development Skills	Ms. Garrol Lotha
* Conflict resolution				
20 th	Monday	9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,
		10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb
		11:00 - 11:45	Employability Skills	Mr. Sebi Chacko
* A career path plan				
21 th	Tuesday	9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,
		10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb
		11:00 - 11:45	Employability Skills	Mr. Sebi Chacko
* Interview skills & resume writing (Session - 1)				
22 th	Wednesday	9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,
		10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb
		11:00 - 11:45	Employability Skills	Mr. Sebi Chacko
* Interview skills & resume writing (Session - 2)				
23 rd	Thursday	9:00 - 9:50	Communicative English	Fr. M D Varghese Sdb,
		10:00 - 10:50	Assertive Communciation	Fr. Devassy Palatty Sdb
		11:00 - 11:45	Job opportunity with AIDA - DB JPN	Mr. Sebi Chacko / HR team.



Inaugural Session

Time: 9:00 am Onwards

Opening Prayer:

Rev. Fr. Christudass Sdb

Director, Don Bosco Computer Center,
DBCK

Welcome Address:

Rev. Fr. Roy George Sdb

Executive Director - AIDA

Introductory session:

Mr. Sebi Chacko

JPN Coordinator - AIDA

Training Session starts @ 9: 15 am

Fr. P. Suresh,
Principal
Don Bosco College
PB - 430
Kannimangalam-797001

