



DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

Date: 30th June 2021

INTERNAL QUALITY ASSURANCE CELL
Academic Year 2021-22

Certificate Course in Soft Skills

CLASS TIME TABLE

Resources Person: Fr Andrews SDB

DON BOSCO VAZHKAATTI, CHENNAI

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BEST PROGRAM 2021			
DATE	DAY	Time: (10.00-11.00 AM)	Time: (11.15-12.15 PM)
		TOPIC: Personal Skills, Social Skills & Employability Skills	
1-Jul-21	Thursday	Introduction, Self-Motivation & Employability Skills (Fr Andrew, Mr. Mark Anthony & Mr Arulraj)	
2-Jul-21	Friday	Self-Exploration Skills (Mr Joseph)	Goal Setting (Mr Einstein)
3-Jul-21	Saturday	Team Work & Collaboration (Mr Einstein)	Leadership Skills (Ms Jenifer Chris)
5-Jul-21	Monday	Decision Making & Problem Solving (Mr Leo Levin)	Handling Emotions & Stress (Mr Einstein)
6-Jul-21	Tuesday	Time Management (Mr George)	Communication Skills (Ms Jenifer Chris)
7-Jul-21	Wednesday	Creative Thinking (Mr Nirmal)	Observation Skills (Mr Lintu)
8-Jul-21	Thursday	Media Awareness: Role of Social Media in Career Building (Mr Arulraj)	Job Portals, LinkedIn (Mr Jayaseelan)
9-Jul-21	Friday	Career Motivation (Mr Jayaseelan)	Career Decision Making & What after Graduation? (Mr Nirmal)
10-Jul-21	Saturday	Introduction to Profile Creation: What is Resume/CV? (Ms Jenifer)	Profile Building: Preparing Resume (Mr Prinson)
12-Jul-21	Monday	Interview Skills (Ms. Jenifer)	People Management Skills (Ms Sindhu)
13-Jul-21	Tuesday	Personal Grooming (Mr Samy)	Workplace Etiquette & Work-Life Balance (Mr Joseph)
14-Jul-21	Wednesday	Group Discussion (Mr Jayaseelan)	Group Discussion Techniques (Mr Prinson)
15-Jul-21	Thursday	Mock Interview (All Trainers)	
16-Jul-21	Friday	Employability Challenges (Mr Rabbi)	HR Interaction on the impact of Newage Skills in the Post- Covid Job Market
17-Jul-21	Saturday	Assessment & E-Certificate (Prem, Nirmal & Jayaseelan)	

Sd/-

Mrs. Jarani Mao
Coordinator, IQAC
Don Bosco College Kohima

Sd/-

Fr. Dr. P Suresh
Principal
Don Bosco College Kohima