

# TRAINING SCHEDULE

Date	Day	Time	Topic	Resource Person
13 <sup>th</sup>	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 <sup>th</sup>	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	
15 <sup>th</sup>	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	Personality Development Skills	Dr. Anna Lungbila
			* Five stage of personality development	
			* Factors affecting personality development	
	* Influence on personality			
16 <sup>th</sup>	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 <sup>th</sup>	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 <sup>th</sup>	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 <sup>th</sup>	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 <sup>th</sup>	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 <sup>th</sup>	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 <sup>rd</sup>	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.