

Government Polytechnic, Valsad

Detailed Time Table of Finishing School Program (04-06-2018 to 15-06-2018)

Day	Date	Time	Hr./Min	Name of Topic	Name of Trainer
Day1	4/6/2018	9:00 to 9:30	30 min.	Interaction	Uday Dholakiya
		9:30 to 11:00	1.5 Hr.	Introducing One Self and Others	
		11:00 to 11:15	15 min.	Rest Break	
		11:15 to 12:45	1.5 Hr.	Introducing One Self and Others	
		12:45 to 1:30	45 min.	Lunch Break	
		1:30 to 3:30	2 Hr	Asking and Answering Question	
		3:30 to 4:00	30 min.	Interaction	
Day2	5/6/2018	9:00 to 9:30	30 min.	Interaction	Uday Dholakiya
		9:30 to 11:00	1.5 Hr	Grooming & Etiquettes	
		11:00 to 11:15	15 min.	Rest Break	
		11:15 to 12:45	1.5Hr	Grooming & Etiquettes	
		12:45 to 1:30	45 min.	Lunch Break	
		1:30 to 3:30	2 Hr	Goal Setting	
		3:30 to 4:00	30 min.	Interaction	
Day3	6/6/2018	9:00 to 9:30	30 min.	Interaction	Uday Dholakiya
		9:30 to 11:00	1.5 Hr	Goal Setting	
		11:00 to 11:15	15 min.	Rest Break	
		11:15 to 12:45	1.5Hr	Time Management	
		12:45 to 1:30	45 min.	Lunch Break	
		1:30 to 3:30	2 Hr	Time Management	
		3:30 to 4:00	30 min.	Interaction	
Day4	7/6/2018	9:00 to 9:30	30 min.	Interaction	Uday Dholakiya
		9:30 to 11:00	1.5 Hr	Group Discussion	
		11:00 to 11:15	15min.	Rest Break	
		11:15 to 12:45	1.5Hr	Group Discussion	
		12:45 to 1:30	45 min.	Lunch Break	
		1:30 to 3:30	2 Hr	Cover Letter	
		3:30 to 4:00	30 min.	Interaction	
Day5	8/6/2018	9:00 to 9:30	30 min.	Interaction	Uday Dholakiya
		9:30 to 11:00	1.5 Hr	Resume Building	
		11:00 to 11:15	15min.	Rest Break	
		11:15 to 12:45	1.5Hr	Personal Interview	
		12:45 to 1:30	45 min.	Lunch Break	
		1:30 to 3:30	2 Hr	Personal Interview	
		3:30 to 4:30	30 min.	Interaction	

**9/6/2018,10/6/2018 -Holiday

Day6	11/6/2018	10:00 to 10:30	30 min.	Interaction	Arul Pillai
		10:30 to 12:30	2 Hr	Self Awareness-Swot Analysis	
		12:30 to 1:15	45 min.	Lunch Break	
		1:15 to 3:15	2 Hr	Everyday English,Empathy	
		3:15 to 3:30	15 min.	RestBreak	
		3:30 to 4:30	1 Hr	Self Confidence	
		4:30 to 5:00	30 min.	Interaction	
Day7	12/6/2018	9:00 to 9:30	30 min.	Interaction	Arul Pillai
		9:30 to 11:30	2 Hr	Critical Thinking	
		11:30 to 11:45	15 min.	Rest Break	
		11:45 to 12:45	1 Hr	Self Esteem	
		12:45 to 1:30	45 min.	Lunch Break	
		1:30 to 3:30	2 Hr	Problem Solving & Decision Making	
		3:30 to 4:00	30 min.	Interaction	
Day8	13/6/2018	9:00 to 9:30	30 min.	Interaction	Arul Pillai
		9:30 to 11:30	2 Hr	Observation and Concentration Skills	
		11:30 to 11:45	15 min.	Rest Break	
		11:45 to 12:45	1 Hr	Leadership Skills	
		12:45 to 1:30	45 min.	Lunch Break	
		1:30 to 3:30	2 Hr	Team Work	
		3:30 to 4:00	30 min.	Interaction	
Day9	14/6/2018	9:00 to 9:30	30 min.	Interaction	Arul Pillai
		9:30 to 11:30	2 Hr	Planning & Organizational Skills	
		11:30 to 11:45	15min.	Rest Break	
		11:45 to 12:45	1 Hr	Negotiation Skills	
		12:45 to 1:30	45 min.	Lunch Break	
		1:30 to 3:30	2 Hr	Stress Management	
		3:30 to 4:00	30 min.	Interaction	
Day10	15/6/2018	9:00 to 9:30	30 min.	Interaction	Arul Pillai
		9:30 to 11:30	2 Hr	Professional Communication-verbal & Written	
		11:30 to 11:45	15 min.	Rest Break	
		11:45 to 12:45	1 Hr	Interpersonal Skills	
		12:45 to 1:30	45 min.	Lunch Break	
		1:30 to 3:30	2 Hr	Presentation Skills	
		3:30 to 4:00	30 min.	Interaction	