

Government Poytechnic, Valsad

Detailed Time Table of Finishing School Program (17-09-2018 to 29-09-2018)

Day	Date	Time	Hr./Min	Name of Topic	Name of Trainer
Day1	17/9/2018	9:00 to 11:00 AM	2 Hr	Ice breaking	Aishwarya Rajan
		11:00 to 11:30 AM	30 min.	Interaction	
		11:30 to 1:00 PM	1.5 Hr.	SWOT Analysis	
		1:00 to 2:00 PM	1 Hr.	Break	
		2:00 to 3:30 PM	1.5 Hr.	Life Goal Setting	
		3:30 to 4:00 PM	30 min.	Interaction	
Day2	18/9/2018	9:00 to 11:00 AM	2 Hr	Self Esteem	Aishwarya Rajan
		11:00 to 11:30 AM	30 min.	Interaction	
		11:30 to 1:00 PM	1.5 Hr.	Self confidence	
		1:00 to 2:00 PM	1 Hr.	Break	
		2:00 to 3:30 PM	1.5 Hr.	Empathy	
		3:30 to 4:00 PM	30 min.	Interaction	
Day3	19/9/2018	9:00 to 11:00 AM	2 Hr	Team work	Aishwarya Rajan
		11:00 to 11:30 AM	30 min.	Interaction	
		11:30 to 1:00 PM	1.5 Hr.	Self Discipline	
		1:00 to 2:00 PM	1 Hr.	Break	
		2:00 to 3:30 PM	1.5 Hr.	Problem Solving and decision Making	
		3:30 to 4:00 PM	30 min.	Interaction	
Day4	20/9/2018	9:00 to 11:00 AM	2 Hr	Commitment	Aishwarya Rajan
		11:00 to 11:30 AM	30 min.	Interaction	
		11:30 to 1:00 PM	1.5 Hr.	Critical Thinking	
		1:00 to 2:00 PM	1 Hr.	Break	
		2:00 to 3:30 PM	1.5 Hr.	Interpersonal Skills	
		3:30 to 4:00 PM	30 min.	Interaction	
Day5	21/9/2018	9:00 to 11:00 AM	2 Hr	Negotiation Skills	Aishwarya Rajan
		11:00 to 11:30 AM	30 min.	Interaction	
		11:30 to 1:00 PM	1.5 Hr.	Observation & Concentration	
		1:00 to 2:00 PM	1 Hr.	Break	
		2:00 to 3:30 PM	1.5 Hr.	Stress Management	
		3:30 to 4:00 PM	30 min.	Interaction	

**22/9/2018,23/9/2018,24/9/2018 - Program not Scheduled

Day6	25/9/2018	09:00 – 11:00 AM	2 Hr	Cover letter	Dr.Riya Shah
		11:00 – 11:20 AM	20 min.	Interaction time	
		11:20 – 12:20 PM	1 Hr	Break	
		12:20 – 02:20 PM	2 Hr	Resume writing	
		2:20 – 2:40 PM	20 min.	Interaction	
		2:40 – 3:40 PM	1 Hr	Time management & Punctuality	
		3:40 – 4:00 PM	20 min.	Interaction	
Day7	26/9/2018	09:00 – 11:00 AM	2 Hr	Grooming & Personal Hygiene	Dr.Riya Shah
		11:00 – 11:20 AM	20 min.	Interaction	
		11:20 – 12:20 PM	1 Hr	Break	
		12:20 – 02:20 PM	2 Hr	Body Language	
		2:20 – 2:40 PM	20 min.	Interaction	
		2:40 – 3:40 PM	1 Hr	Presentation skills	
		3:40 – 4:00 PM	20 min.	Interaction	
Day8	27/9/2018	09:00 – 11:00 AM	2 Hr	Professional Goal Setting	Dr.Riya Shah
		11:00 – 11:20 AM	20 min.	Interaction	
		11:20 – 12:20 PM	1 Hr	Interview skills	
		12:20 – 02:20 PM	2 Hr	Break	
		2:20 – 2:40 PM	20 min.	Interview skills (cont..)	
		2:40 – 3:40 PM	1 Hr	Interaction	
Day9	28/9/2018	09:00 – 11:00 AM	2 Hr	Planning & Organizational skills	Dr.Riya Shah
		11:00 – 11:20 AM	20 min.	Interaction	
		11:20 – 12:20 PM	1 Hr	Break	
		12:20 – 02:20 PM	2 Hr	Group Discussion	
		2:20 – 2:40 PM	20 min.	Interaction	
		2:40 – 3:40 PM	1 Hr	Professional Ethics	
		3:40 – 4:00 PM	20 min.	Interaction	
Day10	29/9/2018	09:00 – 11:00 AM	2 Hr	Leadership	Dr.Riya Shah
		11:00 – 11:20 AM	20 min.	Interaction	
		11:20 – 12:20PM	1 Hr	Break	
		12:20 – 02:20 PM	2 Hr	Following Directions	
		02:20 – 02:40 PM	20 min.	Interaction	