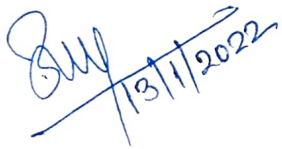




Government Polytechnic College, Valsad

Set A - Life Skills & Employability Skills

Off Line - Day Wise Schedule

Day	Date	Time	No. of Hours	Topic (Session Wise)
1	17.01.2022	11:00 am to 1:00 pm	2	Self Awareness- SWOT
		2:00 pm to 4:00 pm	2	Self Esteem & Self Confidence
2	18.01.2022	11:00 am to 1:00 pm	2	Life & Professional Goal Setting
		2:00 pm to 4:00 pm	2	Grooming, Personal Hygiene and Body language (Office Etiquette)
3	19.01.2022	11:00 am to 1:00 pm	2	Resume Writing and Cover Letter
		2:00 pm to 4:00 pm	2	Job Search & Career options
4	20.01.2022	11:00 am to 1:00 pm	2	Group discussions
		2:00 pm to 4:00 pm	2	Interview Skills
5	21.01.2022	11:00 am to 1:00 pm	2	Interview Skills & Empathy
		2:00 pm to 4:00 pm	2	Interpersonal Skills
Total			20	
 13/1/2022				
Checked By (co-ordinator, Finishing School)	Approved by (Principal)		Signature of Trainer	

