

# Government Polytechnic, Valsad

## Finishing School Program

### Time Table

Batch 1

Trainer Name: Mr. Anun Chopra

Finishing School SET A			
SR. No	Life and Employability Skills	Date	Timing
1	Self – Awareness-SWOT	14.12.2020	8.30 AM to 10.30 AM
2	Self Esteem and Self Confidence	15.12.2020	8.30 AM to 10.30 AM
3	Life & Professional Goal Setting	16.12.2020	8.30 AM to 10.30 AM
4	Grooming,Personal Hygiene and Body language (office Etiquettes)	17.12.2020	8.30 AM to 10.30 AM
5	Resume writing and Cover later	18.12.2020	8.30 AM to 10.30 AM
6	Job Search and Career options	19.12.2020	8.30 AM to 10.30 AM
7	Group Discussion	20.12.2020	8.30 AM to 10.30 AM
8	Interview Skills	21.12.2020	8.30 AM to 10.30 AM
9	Interview Skills & Empathy	22.12.2020	8.30 AM to 10.30 AM
10	Interpersonal Skills	23.12.2020	8.30 AM to 10.30 AM

# Government Polytechnic, Valsad

## Finishing School Program

### Time Table

Batch 2

Trainer Name: Mr. Uday Dholakiya

Finishing School SET A			
SR. No	Life and Employability Skills	Date	Timing
1	Self – Awareness-SWOT	14.12.2020	8.30 AM to 10.30 AM
2	Self Esteem and Self Confidence	15.12.2020	8.30 AM to 10.30 AM
3	Life & Professional Goal Setting	16.12.2020	8.30 AM to 10.30 AM
4	Grooming,Personal Hygiene and Body language (office Etiquettes)	17.12.2020	8.30 AM to 10.30 AM
5	Resume writing and Cover later	18.12.2020	8.30 AM to 10.30 AM
6	Job Search and Career options	19.12.2020	8.30 AM to 10.30 AM
7	Group Discussion	20.12.2020	8.30 AM to 10.30 AM
8	Interview Skills	21.12.2020	8.30 AM to 10.30 AM
9	Interview Skills & Empathy	22.12.2020	8.30 AM to 10.30 AM
10	Interpersonal Skills	23.12.2020	8.30 AM to 10.30 AM