

Government Polytechnique College, Valsad

Set A -Life Skills & Employability Skills

Batch: 1

Day Wise Schedule

Day 1	Date	Time	No. of Hours	Topic (Session Wise)
1	05.07.2021	8:00 am to 10:00 am	2	Self Awareness- SWOT
2	06.07.2021	8:00 am to 10:00 am	2	Self Esteem & Self Confidence
3	07.07.2021	8:00 am to 10:00 am	2	Life & Professional Goal Setting
4	08.07.2021	8:00 am to 10:00 am	2	Grooming, Personal Hygiene and Body language (Office Etiquette)
5	09.07.2021	8:00 am to 10:00 am	2	Resume Writing and Cover Letter
6	10.07.2021	8:00 am to 10:00 am	2	Job Search & Career options
11.07.2021 S U N D A Y H O L I D A Y				
7	12.07.2021	8:00 am to 10:00 am	2	Group discussions
8	13.07.2021	8:00 am to 10:00 am	2	Interview Skills
9	14.07.2021	8:00 am to 10:00 am	2	Interview Skills & Empathy
10	15.07.2021	8:00 am to 10:00 am	2	Interpersonal Skills
Total			20	

[Signature]

Checked By (co-ordinator, Finishing School)

[Signature]

Approved by (Principal)

[Signature]

Signature of Receiver (Trainer)



Online Training Schedule for Finishing School Training 2021-22

Name of College: Government Polytechnic College, Valsad

Set A

Batch 2

Name of Trainer :- Meghna Soni

Date :	From	5 th July 2021	To	15 th July 2021	Total Days: 10
					Total hours: 20

Set A

Day	DATE	Time	Topic Name	HOURS
1	5/7/2021	8.00 – 10.00	Self awareness	2 hours
2	6/7/2021	8.00 – 10.00	Self confidence/Esteem	2 hours
3	7/7/2021	8.00 – 10.00	Goal Setting	2 hours
4	8/7/2021	8.00 – 10.00	Grooming/ body language	2 hours
5	9/7/2021	8.00 – 10.00	Resume writing	2 hours
6	10/7/2021	8.00 – 10.00	Job search/ Career options	2 hours
7	12/7/2021	8.00 – 10.00	Group discussion	2 hours
8	13/7/2021	8.00 – 10.00	Interview skills	2 hours
9	14/7/2021	8.00 – 10.00	Empathy/ Emotional Intelligence	2 hours
10	15/7/2021	8.00 – 10.00	Interpersonal Skills	2 hours



C.H. Bhatt
(C. H. BHATT)
Principal,
Govt. Polytechnic, Valsad.