

Training Schedule for Finishing School Training 2020-21

Name of College: - Government polytechnic College
Valsad

Batch No: - 1

Name of Trainer: -ANUPAMA BOHRA

Date:	From	20.12.21	To	24.12.21	Total Days: 5
Time	From	10:30AM	To	03:30PM	Total hours:20 (training)
Break	Break	12.45 PM	TO	1.15PM	30 Minutes
	Interaction morning	12.30	TO	12.45	15 Minutes
	Interaction noon	1.15	TO	1.30	15Minutes

Sr. No	DATE & DAY	TIME	TOPIC	HOURS
1	20/12/2021	10.30am to12.30 pm	TEAM WORK	2 hours
2	20/12/2021	1.30 pm to 3.30 pm	LEADERSHIP SKILLS	2 hours
3	21/12/2021	10.30am to12.30 pm	PROBLEM SOLVING	2 hours
4	21/12/2021	1.30 pm to 3.30 pm	CRISIS MANAGEMENAND PROFESSIONAL ETHICS	2 hours
5	22/12/2021	10.30am to12.30 pm	POSITIVE ATTITUDE AND MOTIVATION	2 hours
6	22/12/2021	1.30 pm to 3.30 pm	PRESENTATION SKILLSAND MEETING ETIQUETTE	2 hours
7	23/12/2021	10.30am to12.30 pm	TIME MANAGEMENT	2 hours
8	23/12//2021	1.30 pm to 3.30 pm	SELF DISCIPLINEAND EMOTIONAL INTELLIGENCE	2 hours
9	24/12/2021	10.30am to12.30 pm	STRESS AND ANGER MANAGEMENT	2 hours
10	24/12/2021	1.30 pm to 3.30 pm	SOCIAL MEDIA AND CYBER ETIQUETTE	2 hours



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

Training Schedule for Finishing School Training 2020-21

Name of College: - Government polytechnic College
Valsad

Batch No: - 2

Name of Trainer: -Arul Pillai

Date:	From	20.12.21	To	24.12.21	Total Days: 5
Time	From	10:30AM	To	03:30PM	Total hours:20 (training)
Break	Break	12.45 PM	TO	1.15PM	30 Minutes
	Interaction morning	12.30	TO	12.45	15 Minutes
	Interaction noon	1.15	TO	1.30	15Minutes

Sr. No	DATE & DAY	TIME	TOPIC	HOURS
1	20/12/2021	10.30am to 12.30 pm	TEAM WORK	2 hours
2	20/12/2021	1.30 pm to 3.30 pm	LEADERSHIP SKILLS	2 hours
3	21/12/2021	10.30am to 12.30 pm	PROBLEM SOLVING	2 hours
4	21/12/2021	1.30 pm to 3.30 pm	CRISIS MANAGEMENT AND PROFESSIONAL ETHICS	2 hours
5	22/12/2021	10.30am to 12.30 pm	POSITIVE ATTITUDE AND MOTIVATION	2 hours
6	22/12/2021	1.30 pm to 3.30 pm	PRESENTATION SKILLS AND MEETING ETIQUETTE	2 hours
7	23/12/2021	10.30am to 12.30 pm	TIME MANAGEMENT	2 hours
8	23/12/2021	1.30 pm to 3.30 pm	SELF DISCIPLINE AND EMOTIONAL INTELLIGENCE	2 hours
9	24/12/2021	10.30am to 12.30 pm	STRESS AND ANGER MANAGEMENT	2 hours
10	24/12/2021	1.30 pm to 3.30 pm	SOCIAL MEDIA AND CYBER ETIQUETTE	2 hours



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