

## Online Training Schedule for Finishing School Training 2021-22

Name of College:- Government Polytechnic College, Valsad


Batch No:-1

Set:- D

Name of Trainer :- Sudha Shah

Date :	From	28 /06/21	To	08/07/21	Total Days: 10
	From		To		Total hours: 20

Sr. No	DATE & DAY	Time	Topic Name	HOURS
1	28/06/21 Day-1	10:00am to 12:00pm	Verbs Part – 2	2 hours
2	29/06/21 Day-2	10:00am to 12:00pm	Tenses Part - 2	2 hours
3	30/06/21 Day-3	10:00am to 12:00pm	Developing a Paragraph	2 hours
4	01/07/21 Day-4	10:00am to 12:00pm	Report Writing	2 hours
5	02/07/21 Day-5	10:00am to 12:00pm	Email Etiquette Part 2	2 hours
6	03/07/21 Day-6	10:00am to 12:00pm	Communication Skills and Barriers	2 hours
7	05/07/21 Day-7	10:00am to 12:00pm	Telephone Etiquette Part2 & Appropriate use of Language in Social Media	2 hours
8	06/07/21 Day-8	10:00am to 12:00pm	Speak and Contribute Part1	2 hours
9	07/07/21 Day-9	10:00am to 12:00pm	Speak and Contribute Part2	2 hours
10	08/07/21 Day-10	10:00am to 12:00pm	Let's discuss in group (Group Discussion)	2 hours

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

# Online Training Schedule for Finishing School Training 2021-22

Name of College:- Government Polytechnic College, Valsad

Batch No:-2

Set:- D

Name of Trainer :-Ms Dhara Shah

Date :	From	28 /06/21	To	08/07/21	Total Days: 10
	From		To		Total hours: 20

Sr. No	DATE & DAY	Time	Topic Name	HOURS
1	28/06/21 Day-1	10:00am to 12:00pm	Verbs Part – 2	2 hours
2	29/06/21 Day-2	10:00am to 12:00pm	Tenses Part - 2	2 hours
3	30/06/21 Day-3	10:00am to 12:00pm	Developing a Paragraph	2 hours
4	01/07/21 Day-4	10:00am to 12:00pm	Report Writing	2 hours
5	02/07/21 Day-5	10:00am to 12:00pm	Email Etiquette Part 2	2 hours
6	03/07/21 Day-6	10:00am to 12:00pm	Communication Skills and Barriers	2 hours
7	05/07/21 Day-7	10:00am to 12:00pm	Telephone Etiquette Part2 & Appropriate use of Language in Social Media	2 hours
8	06/07/21 Day-8	10:00am to 12:00pm	Speak and Contribute Part1	2 hours
9	07/07/21 Day-9	10:00am to 12:00pm	Speak and Contribute Part2	2 hours
10	08/07/21 Day-10	10:00am to 12:00pm	Let's discuss in group (Group Discussion)	2 hours

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