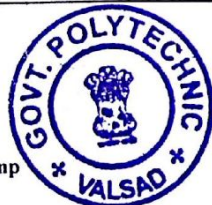


Government Polytechnic, Valsad
Detailed Time Table of Finishing School Program (30.11.2019 to 9.12.2019)

Day	Date	Time	Hr./Min	Name of Topic	Name of Trainer
Day1	30.11.209	11:00 – 01:00	02 Hrs.	Self Awareness-SWOT	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Self-Discipline&Commitment Interpersonal Skills	
		03:15 – 04:00	45 Min.	Interaction	
Day2	1.12.2019	11:00 – 01:00	02 Hrs.	Self Esteem Self Confidence	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Self-Discipline & Commitment Life & Professional Goal Setting	
		03:15 – 04:00	45 Min.	Interaction	
Day3	2.12.2019	11:00 – 01:00	02 Hrs.	Life & Professional Goal Setting Empathy	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Negotiation Skill	
		03:15 – 04:00	45 Min.	Interaction	
Day4	3.12.2019	11:00 – 01:00	02 Hrs.	Observation and Concentration Skills	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Stress Management	
		03:15 – 04:00	45 Min.	Interaction	
Day5	4.12.2019	11:00 – 01:00	02 Hrs.	Problem Solving Decision Making and Critical Thinking	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Team-Work	
		03:15 – 04:00	45 Min.	Interaction	
Day6	5.12.2019	11:00 – 01:00	02 Hrs.	Grooming & Personal Hygiene & Body Language	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Cover Letter Group Discussion	
		03:15 – 04:00	45 Min.	Interaction	
Day7	6.12.2019	11:00 – 01:00	02 Hrs.	Resume*	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Professional Ethics Group Discussion	
		03:15 – 04:00	45 Min.	Interaction	
Day8	7.12.2019	11:00 – 01:00	02 Hrs.	Presentation Skills	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Efficiency Interview Skill	
		03:15 – 04:00	45 Min.	Interaction	
Day9	8.12.2019	11:00 – 01:00	02 Hrs.	Leadership Skills and Following Directions	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Time Mgt and Punctuality Interview Skill	
		03:15 – 04:00	45 Min.	Interaction	
Day10	9.12.2019	11:00 – 01:00	02 Hrs.	Planning and Organising	Mr.Anup Sinha
		01:00 – 01:15	15 Min.	Interaction	
		01:15 – 03:15	02 Hrs.	Time Mgt and Punctuality Interview Skill	
		03:15 – 04:00	45 Min.	Interaction	

College Stamp



Signature of Principal

G. S. Khat