

**Dear Sir/Madam,**

**Subject:** Two Days Online Training Program on **“Campus To Corporate Roadmap”** scheduled on **August 18<sup>th</sup> & 20<sup>th</sup> 2021 - Request for Nominations.**

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is pleased to announce Two Days Online Training on **“Campus To Corporate Roadmap”** on **18<sup>th</sup> & 20<sup>th</sup> August, 2021 (Timing 1.45 pm to 5.45 pm both days).**

### **Brief about Training**

Transition is an on-going process in everyone’s life that takes place at different stages. Transition from campus to professional life is very critical in student’s life.

Campus life and corporate life are fundamentally different. If one continues to have same expectations from his employer as he/she had from the professors in the campus, one will be highly disappointed and damage the career success as the culture of education is so different from the organizational culture. So, we need to bridge the gap.

Research suggests that the success of the transition period will have a major impact on aspects like Salary, advancement in once career, job satisfaction. It also effects the ability to have cordial relationships within the organization and the ability to manage one’s own feelings of success, accountability and commitment to the job.

Smooth transition from college to the professional starts with having properly articulated resume, performing extremely well in interview and group discussion, carrying the professional grooming and etiquettes while communicating confidently.

This live-online course will help individuals to possess the necessary skills to enable them to cope up with the corporate culture and climate.

## Course Objective

- Understand nuances of what corporates look for in the future employee
- Detailed Understanding of how to prepare and ace the group discussion
- Learn to write the effective resume with proper nine sections so it stands out from others
- Master the interview techniques so your probability of getting hired increases many fold
- Understand various corporate etiquettes to create the positive and effective impression so that transition from college to corporate is very smooth

## Programme Schedule

<b>DAY 1 (18<sup>th</sup> August)</b>	<b>Timings</b>	<b>Session Topic</b>
<b>Session 1</b>	01:45 - 03:00	Writing Effective Resume
<b>Session 2</b>	03:00 – 04:00	Preparing for Group Discussion
	<b>04:00 - 04:15</b>	<b>TEA BREAK</b>
<b>Session 3</b>	04:15 – 5:45	Mastering Effective Interview Techniques
<b>DAY 2 (20<sup>h</sup> August)</b>		<b>Session Topic</b>
<b>Session 4</b>	01:45 - 03:00	Professional Attire and Grooming
<b>Session 5</b>	03:00 – 04:00	Body Language for Professional Excellence
	<b>04:00 - 04:15</b>	<b>TEA BREAK</b>
<b>Session 6</b>	04:15 – 5:45	Communicating Professionally

## MODULE WISE COVERAGE

### MODULE 1: WRITING EFFECTIVE RESUME

- Understand Why Employees Hire
- Know the Purpose of The Resume
- Know Resume Basics & Learn to Design Resume
- Understand Nine Important Sections of Any Resume
- Resumes Dos and Don'ts
- Avoid Top Ten Resume Mistakes
- Experience Various Types of Resumes

## **MODULE 2: ACING THE GROUP DISCUSSION (GD)**

- Campus to Corporate Transition
- Understand Group Discussions & Why Its Required
- Objective Behind Group Discussion.
- Know The Skills Judged in Group Discussion.
- Types of Group Discussion
- Case Study for Group Discussion
- Benefits Of Group Discussion to Participant
- KASH Strategies for Acing Group Discussion

## **MODULE 3: MASTERING EFFECTIVE INTERVIEW TECHNIQUES**

- Understand What is an Interview & Purpose of Interview
- Knowing Five Senses to a Successful Interview
- Be Aware of Different Types of Job Interviews
- Preparing Before Interview Day & on Interview Day
- Understanding Interviewing Methodologies
- Technique to Respond Common Interview Questions
- What are illegal questions and how to respond them
- Technique to Close the Interview & Follow up for Same

## **MODULE 4: CORPORATE ETIQUETTES**

- Professional Attire and Grooming
- First Impression & It's Impact
- Knowing Various Aspects Men & Women Grooming
- Detail Understanding of Elements of Body Language
- Posture / Stance
- Facial Expression including Eye contact
- Gestures & Space Relationship

## **MODULE 5: COMMUNICATING PROFESSIONALLY**

- Knowing Elements of Communication Process
- Five Levels of Communication
- Learn Types & Styles of Communication
- 7Cs of Effective Communication
- Barriers to Communication
- Case Study on Effective Communication in Organization

## Target Group

The online training is designed for Students & Professionals want to excel in Corporate life, learn techniques of Campus to Corporate, Personnel & Training/HRD, Placemen Officers etc. from Universities, Corporations, PSUs, Academic Institutions, State and Central Governments Officials from Government Departments, etc.

## Registration Fees

### I. Without NPC E-Learning Course

- Rs 1690/- all inclusive per participant

**ONLINE REGISTRATION:** Please click: <https://bit.ly/3rVVs0m>

### II. With NPC E-Learning Course

- Rs 2490/- all inclusive per participant

{NPC e-Learning Course with Voice Over “Campus to Corporate” with fees of Rs 1790/- all inclusive per participant available with this course for only Rs 800/-}

**ONLINE REGISTRATION:** Please click: <https://bit.ly/3rS4o6Mm>



**E-Certificate will be given**

**after successfully completion of the Program (s)**

Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receive nominations.

Yours faithfully,

**Rajesh Sund**

**Director (Economic Services) & Course Coordinator**

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***Forthcoming Online Training Program:***

***Two days Online Training Program on “DESIGN THINKING–PROCESS & METHODS”***  
***scheduled on August 31<sup>st</sup> & Sept 1<sup>st</sup> 2021***