



Kabikan Kan Mukundaram Mahavidyalaya

ESTD - 2007

Phone : (03211) 250 660

Email : kkmmv.keshabpur@gmail.com

Web : www.kabikan kan mukundaram mahavidyalaya.org

Vill+P.O- Keshabpur, Block + Subdivision - Arambagh
Dist - Hooghly, Pin - 712413

Ref No.

Date 23/02/2023

NOTICE

EMPLOYABILITY SKILL TRAINING PROGRAMME

All concerned are hereby notified that the MAHINDRA AND MAHINDRA GROUP'S 'MAHINDRA PRIDE CLASSROOM' is going to offer a COMPLETELY FREE OF COST, 40 HOUR EMPLOYABILITY SKILL TRAINING PROGRAMME in the college campus. The aim of this programme is to "mainstream socially and economically disadvantaged female youth, through the process of skill development training, so as to make them employable in the various sector". The programme will offer training on the following:

- **LIFE SKILLS:** compassion, respect, gratitude being a responsible global citizen
- **SOFT SKILLS:** grooming, body-language, teamwork, time management, social manners
- **COMMUNICATION SKILLS:** functional English and the ability to express themselves clearly in the local language.
- **PRESENTATION SKILLS:** speaking clearly, coherently and confidently
- **INTERVIEW SKILLS:** resume preparation, interview questions, mock interview

STUDENTS ELIGIBLE TO APPLY: ALL PASSED OUT GRADUATE FEMALE STUDENTS AND SEMESTER VI FEMALE STUDENTS OF THIS COLLEGE.

HOW TO APPLY: INTERESTED FEMALE STUDENTS ARE ASKED TO FILL IN THE FOLLOWING GOOGLE FORM WITHIN **28.02.2023:**

LINK TO THE GOOGLE FORM: <https://forms.gle/Kabg2TXXbsmrrJwd9>

THE DATE OF COMMENCEMENT OF THE COURSE WILL BE NOTIFIED VERY SOON ON THE COLLEGE WEBSITE.





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TRAINING FRAMEWORK MODULE

Framework for 40 Hours Offline Sessions (General Colleges) Total 40 Hours / 6 H Per Day & 3 Session / 7 Days

Day	Session. No.	Session Title	Duration	Skill
DAY - 1	Session - 01	I am Unique	2 hours	Life Skill
DAY - 1	Session - 02	Body Language & Professional Grooming	2 hours	Soft Skill
DAY - 1	Session - 03	Importance of English	2 hours	Communication Skill
DAY - 2	Session - 04	Good health for good life	2 hours	Life Skill
DAY - 2	Session - 05	Goal Setting & Time Management	2 hours	Soft Skill
DAY - 2	Session - 06	Job Opportunity (Input Session)	2 hours	Interview Skill
DAY - 3	Session - 07	Professional Communication	2 hours	Communication Skill
DAY - 3	Session - 08	Digital Identity	2 hours	Life Skill
DAY - 3	Session - 09	Money Management	2 hours	Soft Skill
DAY - 4	Session - 10	Professional Ethics	2 hours	Soft Skill
DAY - 4	Session - 11	Critical Thinking	2 hours	Life Skill
DAY - 4	Session - 12	Presenting a Project	2 hours	Interview Skill
DAY - 5	Session - 13	Problem Solving	2 hours	Life Skill
DAY - 5	Session - 14	Group Presentation (Output Session)	2 hours	Presentation Skills
DAY - 5	Session - 15	Group Presentation (Output Session)	2 hours	Presentation Skills
DAY - 6	Session - 16	Acing a Group Discussion	2 hours	Interview Skill
DAY - 6	Session - 17	Conflict Management	2 hours	Life Skill
DAY - 6	Session - 18	Interview Readiness1	2 hours	Interview Skill
DAY - 7	Session - 19	Interview Readiness2	2 hours	Interview Skill
DAY - 7	Session - 20	Recap & Closing	2 hours	-
TOTAL			40 Hours	



for Daily 23/02/2023

Teacher in Charge
Kabikan Kan Mukundaram Mahavidyalaya
Pin - 712413