

## **\*Training Program Notice\***

Dear Students

We are conducting a \*09 days Online training workshop\* for our students to improve your employability skills for the job readiness approach with Pune based top training institute 'Rubicon skill development', a supportive institute of Barclays.

Topic: \*Employability Skills\*

Trainign partner: Rubicon Skill Development ( <http://www.my-rubicon.com/>)

Training days: 09 days

Timing : 02.00 to 04.00 | 2 hours everyday

Date: 31<sup>st</sup> January To 7<sup>th</sup> February 2022

Platform: Zoom

\*Training focuses on\*:

- Expectation setting
- Ice breaking
- Organizational Structure
- SWOT Analysis
- Corporate Jargons
- Public Speaking
- Presentation Skills
- E-mail Etiquette
- Grooming
- Body language
- Telephone Etiquette
- Group Discussion
- Personal Interview
- Post Placement Mentoring and Career Counselling

Mandatory for all the students, who wish to get a placement. \*Registration is compulsory\*, to do the process, fill the Google form <https://forms.gle/iTDFzqGzsnp29tSs6>

\*Thanks\*

Training & Placement Department

KCES Institute of Management & Research