



PTVA's Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)

Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai – 400 057.

Tel.: 022-31061594/31099598, Email: admin@ptvaim.com, Web: www.ptvaim.ac.in

Personal Branding and Soft Skills Development

Ms. Gargi Gothe

MMS Semester III

30 Hours Certificate Course

4th to 16th October 2023

Syllabus and Schedule

Day and Date	Timing	Venue	Session
Wednesday, 4 October 2023	1.30 to 4.30 pm	Classroom	Personal Branding
Thursday, 5 October 2023	1.30 to 4.30 pm	Classroom	Body Language
Friday, 6 October 2023	10 am to 1 pm	Classroom	Business Etiquette
Saturday, 7 October 2023	1.30 to 4.30 pm	Classroom	Personal Interview Preparation
Monday, 9 October 2023	10 am to 1 pm	Classroom	Email Writing
Tuesday, 10 October 2023	10 am to 1 pm	Computer Lab	Presentation Skills
Wednesday, 11 October 2023	1.30 to 4.30 pm	Classroom	Team Building and Leadership
Thursday, 12 October 2023	1.30 to 4.30 pm	Classroom	General Aptitude and Problem Solving
Friday, 13 October 2023	10 am to 1 pm	Classroom	Critical Thinking and Communication
Monday, 16 October 2023	10 am to 1 pm	Classroom	Emotional Intelligence



H. B. Chmukh

Director
PTVA's Institute of Management
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