

PTVA's Institute of Management

Soft-Skills Training

Corporate Readiness Programme Module



S.No.	Semester	Session Module	No. Of Hrs
1	Sem I	<ul style="list-style-type: none">• Goal Setting & SWOT Analysis• Etiquettes-General & Business etiquettes• Time Management	15 hrs (3hrs each session)
2	Sem-II	<ul style="list-style-type: none">• Personality development & Grooming- Building Brand-YOU• Public Speaking Skills• Team Management	15 hrs (3hrs each session)
3	Sem-III	<ul style="list-style-type: none">• Interview skills• Group Discussion-Does & Don't & Presentation skills• Industry HR Interaction Session-<ul style="list-style-type: none">a. Mock GDb. Mock PI-Domain Specific & Sector Specific	15 hrs (3hrs each session)

- **Assessment (50 Marks)**
 1. Questionnaire
 2. Activity related to the topics.
 3. Presentation
 4. Roleplay
- **Attendance**
ABOVE 75%- Eligibility criteria for placement
- **Grading system**

Percentage	Grades
100-80%	A
60-80%	B
Below 60%	C



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