

EMPLOYABILITY SKILL ENHANCEMENT COURSE

Expected Outcome:	The students are expected to gain greater industry acceptance by imbibing better interpersonal and managerial skills by undergoing this course.
Pedagogy:	The course content shall be delivered in a hybrid manner wherein a blend of theoretical lectures, seminars, assignments etc. shall be used.
Total Teaching Hours:	30 Hours

Module 1: Interview Skills: Fundamentals of facing an interview – Types of interview – Dress code & basic etiquettes – Answering interview questions – Mock interviews.

Module 2: Resume writing: Preparing to write a resume - Choosing a resume format - Writing a winning Resume - Writing a winning cover letter – Sample resumes.


Module 3: Group Discussion: Greeting & introducing the topic – Initiating a discussion – Asking for opinion – Giving your opinion – Agreeing with an opinion – Disagreeing with an opinion – Concluding remarks – Excellent grasp of language - Mock group discussions.

Module 4: Case Discussion: Reading and examining the case thoroughly – Taking short notes – Highlighting key facts – Understanding key problems – Identifying possible solutions – Evaluate the solutions - Selecting the best solution – Sample case discussions.

Module 5: Presentation Skills: Creating a presentation – Presenting your message – Presenting yourself – Non-verbal elements in a presentation – Engaging the audience - Concluding a presentation – Mock presentations.

Reference Books

- Business Communication Today - Bovee and Thill: Tata McGraw Hill
- Basic Business Communication – Raj Kumar: Excel Books
- Business Communication Essentials - Bovee and Thill: Pearson.
- Communication skills for Professionals, Konar N: Prentice Hall.
- Communication skills, Sanjay Kumar and PushpaLata: Oxford,
- Communication skills, Sen and Leena: Prentice Hall.


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