

TRAINING SCHEDULE - FINISHING SCHOOL

K. P. COMMERCE COLLEGE, SURAT

TRAINER - PARIMAL SHAH

SET - A

No.	Date	Topics	Timing
1	10-12-2020	Swot Analysis	11.30 am to 01.30 pm
2	11-12-2020	Self Esteem & Self Confidence	11.30 am to 01.30 pm
3	12-12-2020	Life & Professional Goal Setting	11.30 am to 01.30 pm
4	13-12-2020	Grooming, Personal Hygiene and Body Language (Office Etiquette)	11.30 am to 01.30 pm
5	14-12-2020	Group Discussions	11.30 am to 01.30 pm
6	15-12-2020	Empathy & Interpersonal Skills	11.30 am to 01.30 pm
7	16-12-2020	Resume Writing & Cover Letter	11.30 am to 01.30 pm
8	17-12-2020	Job search & Career Options	11.30 am to 01.30 pm
9	18-12-2020	Interview Skills	11.30 am to 01.30 pm
10	19-12-2020	Interview Skills & Emotional Quotient	11.30 am to 01.30 pm