

## **Proposal for Placement Training Program**

### **Training Scope:**

Ads-e-Park always aims to provide more than the ordinary skill in all flavors to enhance the power of students.

Our focus with the students has on their map instead of enforcing our views with them. Ads-e-Park maintains this in all training activities.

It is necessary to create confidence for facing the day-to-day challenges while stepping into the career and life.

This Training Program prepares them with adequate mental process to overcome the emotions and to balance it as required. This will stimulate their brain activity to execute the talents in right place and time.

## **Year-wise Training Program Modules.**

### **Topics for First Year Students:**

- Introduction to Placement Training
- Tips to develop English Language Skill
- Resume Preparation
- Aptitude & Reasoning
- Group Discussion
- Self-employment & Business Techniques
  
- Soft Skill
  - What is Soft Skill and why it is necessary?
  - Behavior and Attitude
  - Mind & Memory Techniques
  - Self-Awareness & Self Realization
  - Positive Thinking
  - Confidence Building
  - Goal Setting
  - Powerful and Effective Communication Skills
  - Break the Barriers
  - Interpersonal Relationship

## **Topics for Second Year Students:**

- Resume Preparation as per the companies requirement
- Aptitude and Reasoning
- Group Discussion
- Trial GD & Mock Interview (pre preparation)
- Self-employment & Entrepreneurship Development
- Career and Higher Educational Guidance
- Defense Recruitment and related examinations Details
- Banking Sector Examinations Details
- UPSC Examinations Details
  
- Soft Skill
  - Ethics and Values
  - Power of Sub-Conscious Mind
  - Confident and Self-Esteem
  - Planning and achieving goals
  - Communication & Importance of Body Language
  - Presentation Skill
  - Crises Management
  - Time Management and Time to Lead
  - Team Building

## **Topics for Final Year Students:**

- Professional Resume Writing
- Aptitude and Reasoning
- Group Discussion
- Preparing for Interview (Interview Skills)
  - Preparing for Technical Round
  - Preparing for HR Round (personal interview)
- Trial GD & Mock Interview (pre preparation)
- Self-employment & Entrepreneurship Development
- Overseas Education Guidance
- Banking Sector Examinations Details
- UPSC Examinations Details

- Soft Skill
  - Multiple Intelligence and Power of Sub-Conscious Mind
  - Senses and Listening Styles
  - Presentation Skill & Individual Practice
  - Team Building and Group Dynamics
  - Leadership & Risk Taking
  - Achievement Motivation
  - Problem Solving and Decision Making
  - Creativity
  - Emotional Intelligence & Emotional Balancing
  - Change and Challenges

## **Duration of the Training**

- Ads-e-Park regular Training Program will be for 5 days – 6 hours each day
- Ads-e-Park is also ready to customize the schedule according to needs of Institutions.

## **Charges**

- |                                     |  |
|-------------------------------------|--|
| 1. 5 days Program / 6 hours per day | Our charges are flexible and very moderate |
| 2. Customized program               | will be decided as per needs               |

**Minimum number of students = 150**

## **Topics in Details**

### **Resume Preparation**

- What is a Resume?
- Selecting the points to prepare the Resume.
- How to prepare the resume according to the available opportunity.

### **Aptitude**

Number System  
Time and Distance  
Profit and loss  
Simple and Compound Interest  
Ratio and Proposition  
Data Interpretation

### **Logical Reasoning**

Blood Relation  
Coding & Decoding  
Alphabets  
Series – Number & Alphabets  
Analogy  
Classification  
Symbols and Notation  
Distance & Direction  
Ranking  
Password  
Syllogism

### **Group Discussion**

Dos and Don'ts  
How to listen and present  
Speaking time and providing chance to speak for other group members  
GD Ethics  
Trial GD to all the participants

## **Interview Skills**

### **Technical Interview**

- What is Technical Interview
- What are the requirement for Technical Round
- Technical Subject according to your degree
- Details about the Technical Interview Panel
- Important Top 10 regular Questions & Discussions

### **Personal Interview**

- Interview pre-preparation
- Interview Grooming
- Communication & How to talk
- Interview etiquettes
- Body-Language and Presentation
- Expected Questions from Interviewer and right answers
- Salary Negotiation Techniques

### **Assistance on Self-employment & Business Techniques**

- Major Areas – Manufacturing / Trading / Services / Consultancy
- Meaning and Benefits of the Self-employment
- Evaluating the interest of the self-employment with the students
- Different types of available self-employment according to their interest and profession
- Brainstorming for new self-employment creation
- Analyzing the market and marketing tips
- Project preparation and execution guidance.
- Self-motivation to drive towards the right direction of the selected goal.
- Mobilization of Funds
- Various Agencies Providing Assistance for Self-Employment
- Government Incentives and Subsidies
- Guidance to Setup Manufacturing Units and Government Assistances
- Guidance to Export and Import