



CAPACITY BUILDING



shutterstock.com - 1638725861

Career Guidance and Placement Centre of Justice Basheer Ahmed Sayeed College for Women

Catch them Young Scheme

Training Programmes to Enhance the Skill

The Career Guidance and Placement Centre of Justice Basheer Ahmed Sayeed College for Women started a training programme "**Catch them Young**" in the academic year 2016 -17.

The training modules are designed along with the trainers and also modified when need specific arises and at times customized.

The students are provided with **Communication skill** in the first year, **Aptitude skill** in the second year and **Campus to Corporate** training programme is offered for third year students. The management is sponsoring the scheme. This programme/scheme is provided for all UG students of first year, second year students and for the registered final year students.

Objective:

1. To build aptitude and logical skills in systematic way.
2. To develop confidence and skill and to create better individuals.
3. To stimulate the thinking.
4. To help the students to build their strengths to plan for their career.

Methodology:

The training programme is scheduled every year along with the regular timetable for first and second year students. Campus to Corporate training programme is conducted for the final year students who are registering for placement.



CAPACITY BUILDING



shutterstock.com - 1638725861

Communication Class – Training Module

3Cs (Communication, Confidence and Competency)

| |
|---|
| <ul style="list-style-type: none">• Why communication is important• Goals/purpose of communication• What is effective/interactive communication• Channels of communication |
| <ul style="list-style-type: none">• Verbal communication• Non-verbal communication• Written communication• Definitions/demos |
| <ul style="list-style-type: none">• 7Cs of communication• Assertiveness in communication• 21minx21days tips |
| <ul style="list-style-type: none">• Definitions and intro on-• Debate• Public speaking/presentation |
| <ul style="list-style-type: none">• Tips and guidance to overcome barriers and challenges• Building confidence• Smart practices |
| <ul style="list-style-type: none">• Intro – GD• Basics of GD• Sample demo |
| <ul style="list-style-type: none">• JAM• Just A Minute – ways to self-introduction |
| <ul style="list-style-type: none">• Telephone etiquette basics |
| <ul style="list-style-type: none">• Email & online etiquette – basics• Social media communication & precautions |
| <ul style="list-style-type: none">• Academic & personal goals• Winning Attitude• JBAS values |



CAPACITY BUILDING



shutterstock.com - 1638725861

Aptitude Class -Training Module

| |
|--|
| Quantitative Ability |
| Numbers & Number system |
| Permutations & Combinations, probability |
| Quadratic Equation and Progression |
| Linear Equation Ratio, Proportion |
| Simple Interest & Compound Interest |
| Data Sufficiency |
| Data Interpretation |
| Logical Ability |
| Non Verbal Reasoning |
| Time & Distance / Time & Work |
| Cubes & Venn Diagrams |
| Blood Relation, Direction, Coding, Binary Logic |
| Verbal Ability |
| Vocabulary – Synonyms, Antonyms, Analogies, Idioms & Phrases, Cloze Passages, Filling up blanks in sentences |
| Error Correction Exercise |
| Paragraph Forming Questions |

Campus to Corporate – Training Modules

| COURSE | MODULE |
|---|-------------------------|
| BEHAVIOURAL SKILL | Working in Teams |
| CAREER OPPORTUNITIES DOMAIN SPECIFIC | Different Sectors |
| | Job Profiles |
| | Growth Opportunities |
| INTERVIEW PREPARATION | Resume Writing |
| | Data Interpretation |
| | Group Discussions |
| | HR Mock Interviews |
| | Aptitude and Discussion |
| | Body Language |