

I have the qualifications but do I have the interview skills?

I have the qualifications but do I have the soft skills required?

Do I have the career management skills to excel?

What if they quiz me about my project management skills?

Oh God! I wish I had brushed up my corporate system skills!



# Employability = 1% Ability and 99% Preparation

*Make yourself a better version of you. Be prepared to be absorbed!*

## SOFT SKILLS

Personality Development  
Communication  
Problem Solving  
English Basics  
Creativity  
Business Correspondence  
Business Etiquettes  
Conflict Management

## INTERVIEW SKILLS

Writing a Compelling CV  
Preparation for Interviews:  
(a) Before, (b) During and © After  
Campus Recruitments  
Group Discussions

## CAREER SKILLS

Career Planning  
Goal Setting  
Becoming a Team Player  
Presentation Skills  
Time Management  
Performance Management,

## ACADEMIA SKILLS

Planning your Courses  
How to Study  
Improve your Concentration  
Memory joggers

## CORP. SYSTEMS

Key Concepts of ERP, CRM, SCM,  
HRMS, Decision Support Systems  
Knowledge Management (KM)  
Artificial Intelligence  
Blockchain Management  
Cloud Computing

## PROJECT MGMT

AGILE  
SCRUM  
KANBAN  
SCRUMBAN

## MODULES/HOURS

Basic Complete Soft Skills 30 Hours  
Basic + Corporate Systems 48 Hours  
Basic+ + Agile+ Scrum 60 Hours  
Only Corporate Systems 18 Hours  
Only Agile + Scrum 24 Hours  
Full Project Management 36 Hours



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