



Soft Skills Development

Category: Business & Skills | Duration: 2 Months (8 Weeks)

Rs. 1,500

Rs. 800

You Save
Rs. 700

+ GST (18%) as applicable

Course Overview

A practical, activity-based program to build communication, interview, and workplace readiness skills - helping learners present themselves confidently in academic, professional, and interview settings.

| Prerequisites | Tools & Technologies |
|---|---|
| No prior experience required. Open to students and working professionals. | Presentation tools, LinkedIn, mock interview sessions, group activities |

Curriculum

Week 1: Communication Skills Foundations

- Verbal and non-verbal communication
- Active listening and clarity of speech
- Overcoming communication barriers

Week 2: Public Speaking & Presentation Skills

- Structuring an effective presentation
- Body language and stage confidence
- Practice sessions with feedback

Week 3: Resume & Personal Branding

- Writing an effective resume
- Building a professional LinkedIn profile
- Personal branding basics

Week 4: Interview Preparation - I

- Common HR interview questions
- Structuring answers (STAR method)
- Practice mock interview rounds

Week 5: Group Discussions & Teamwork

- Group discussion techniques and etiquette
- Teamwork and collaboration skills
- Practice GD sessions with feedback



Week 6: Professional & Email Etiquette

- Writing professional emails
- Workplace etiquette and professionalism
- Handling feedback and criticism gracefully

Week 7: Time Management & Emotional Intelligence

- Goal setting and prioritization techniques
- Stress management basics
- Building emotional intelligence at work

Week 8: Final Mock Interviews & Assessment

- Full-length mock interview sessions
- Personalized feedback and improvement plan
- Final assessment and certification

What You Will Learn

- Communicate confidently in professional settings
- Deliver structured, confident presentations
- Build an effective resume and LinkedIn profile
- Perform well in HR interviews and group discussions
- Apply workplace etiquette and email communication skills
- Manage time and emotions effectively in a work environment

To register your interest for this course, fill out the interest form on our website or contact us directly using the details below. Syllabus content is subject to minor changes to keep pace with industry updates.