

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Industry Recognized Personality Development Program & Spoken English
Program (IRPDP-SEP)



Global Training & Placement Network

(An Industries & Institutes Interface Organization)

Regd. Office : Plot No. 2250,
BPTP Park, Faridabad (Haryana)
Mobile : 09811067677

Head Office : A 11/17, Janakpuri
Vikas Puri Crossing, Near Temple
New Delhi - 110058 Mob. : 09990099686
E-mail : gtpnindia@gmail.com

DETAILS OF CERTIFICATE COURSE IN INDUSTRY
RECOGNISED PERSONALITY DEVELOPMENT PROGRAM
& SPOKEN ENGLISH PROGRAM(IRPDP-SEP) ;

DURATION; 150 HOURS

TRAINING WILL BE IMPARTED IN THE FOLLOWING
PATTERN;

VARIOUS PDP MODULES; 50 HOURS

VARIOUS ENGLISH GRAMMAR AND SPOKEN ENGLISH
MODULES; 60 HOURS

VARIOUS PROJECTS; 20 HOURS

ASSESSMENT, GD, MOCK INTERVIEW, ACTUAL INTERVIEW
BY INDUSTRIAL EXPERTS AND PRESENTATIONS; 20
HOURS.

MINIMUM NO. OF STUDENTS ; 300/200/180/160/150

THE TRAINING WILL BE PROVIDED IN THE FOUR
BATCHES OF 75/60/50/40 STUDENTS EACH.



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AIMS AND PURPOSE;

The Aim of IR-PDP (Industry Recognized Personality Development Programme) is to cultivate the Spirit of Competitiveness among the students & Groom & Motivate them for;

1. Communication

2. Presentation

3. Positive Attitude

4. Etiquettes

It is very necessary in Modern Era to be properly Developed as per International Standards.

OBJECTIVE & COURSE OUTCOME

The Objective of IR-PDP is to Enhance the Personality of Students along with Expertness in the following Fields;

1. CV -Preparation

2. Interview

3. Group Discussions

4. Extempore etc...

So that when they Step Out for Placements in the Corporate World They receive Offer Letters & Joining in the Companies of Repute.

BENEFITS & PROGRAM SPECIFIC OUTCOME

In The Period of 5-7 Months, This program will given & Out of all Aspects of Personality, Spoken Skills & Placements with Clarity of Thought in all Fields Which is Necessary to Succeed in the 21st Century.



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DURATION; 150 HOURS

EXAMINATION;

After the Completion of The Course, The Examination will be Conducted , It Will Carry 100 Marks
-- It will be for Assessment Purpose and Records Only.

Written Test with Objective, 4Choice , Tick only Type--- 60 marks -- 1 Hour

GD. Interview & Presentation, ----- 40 Marks -- 5 minutes Per Candidate

TEACHING METHODOLOGY ADOPTED;

The Teaching Methodology will consist of Presentation in Auditorium along with Class Room Sessions for Demonstrating Various Modes and Styles of Modern Types;

- 1 .Class Room Lectures
- 2.Power Point Presentation.
- 3Group Discussions
- 4.Assessment
- 5,Mock - Interview
6. Workshops
- 7 Seminars
8. Expert Talks ... Etc.....

LANGUAGE; The Teaching will be Bilingual.It will be a mix of English and Hindi

TRAINERS; The Trainers for The IR- PDP will be both from Corporate World and Academic Background, Having good Experience of The Similar Training.



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CERTIFICATE; On Training Completion, Certificate will be provides to all the students, After Final Examination of 100 Marks. It is Mandatory to Maintain at least 50% attendance in order to get Certificate.

COST; The Total Cost of This Training Program will be Rs. 2400/- Per Student. Payment will be made as Follows;

1. On Approval Rs. 50,000/= as Advance
2. On Approval & Start Of The Programmes; 40% of the Total Amount
3. After completion of 50 hours ; 30% of the Total Amount
4. After Completion of Next 50 Hours; 15% of the Total Amount
5. After Final Assessment and Certificate ; Balance Payment(20% of the Total Amount - Rs. 50,000)

PLACEMENT OPPORTUNITIES FOR STUDENTS;

All the students registered in IRPDP&PEP WILL GET THE VARIOUS OPPORTUNITIES IN Companies of Repute. It will be for one year in their respective Choice of Field the have chosen to join or Area of Choice as per their Suitability. For this separate list will be prepared for students showing interest in the type of Companies they prefer to join. The process will be carried out in one year out of which 5/8 months will be for commencement of the program.

Once the MOU is signed and 50% payment is released GTPN will start the work with in two weeks.

Course details are attached with this MOU.



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PARTY B

AUTHORISED SIGNATORY

K.K. Gupta 01/08/2018
DR. KRISHAN KANT GUPTA
PRINCIPAL
AGGARWAL COLLEGE
BALLABGARH (FBD)
AGGARWAL COLLEGE BALLABGARH, HARYANA

PARTY A

AUTHORISED SIGNATORY
Global Training And Placement Network

Dinesh Kapoor 01/08/2018
DINESH KAPOOR
DIRECTOR

GTPN



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SYLLABUS FOR INDUSTRY RECOGNISED PDP & PEP PROGRAM;
TOTAL 50 HOURS.

1. BUSINESS ENGLISH;

Abbreviations, Vocabulary-confusing words, Sentences, Asking the way, Questions and Answers, Useful Phrases, At the Hotel, Receptionist, My Hobbies and Interests, At Weekends, Meeting People, Greetings Asking, Introducing, Various wishes, Thanks, Offers, Bless You, On the Phone, At the Restaurant, The Guest Useful Sentence for Role Plays, Travelling, In the Supermarket. Talk to an English Speaking Guest. Creative Writing.

2. COMMUNICATION SKILLS;

Effective Communication Skills, Definition of Communication, Communication means .Types of Communication, Communication Means, Types of Communication, Verbal Communication Skills, Interesting Tips to Improve the way of Communication, Communication Process, Go Deep, Clarity of Thought. Art of Listening, Respectful Assertion, Conflict Resolution, Non Verbal Communication Skills, Factors of Communication, Proteomics, Body-Language, Paralanguage. Methods of Communication, Components of Communication. Speech Techniques, Listening Skills. Different Kinds of Listening How to be a Good Listener.

Barriers to Communication, Barrier Control, Choosing Questions For different Responses. Types of Questions, Open/Closed/Follow Up/Feedback/Fact-finding. Effective Communication Fundamentals. Tips for Effective Communication. Ten Tips for Good Interpersonal Skills. Types of Communication, List of Communication Skills. Communication-Barriers, Tips to be a Good Communicator.



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3. PERSONALITY DEVELOPMENT;

Positive Thinking, the Power of Positive Attitude. Positive Attitude - Few Tips. Emotions Controlled, Planning, Attention, Will-Power, Reading, Discipline, Punctuality, Honesty, Self-Confidence. Role of Smile in Personality Development, Action Steps to be a Winner.

How to Tune Your Mind to Stay Positive Forever,

4. PRESENTATION SKILLS;

Extempore, Introduction, Begin and Ending The Delivery, Eyes, Voice, Expression, Appearance, Stance, Speech Techniques, Presentation Skills, 10 Techniques to become a Great Speaker. Conclusion, Examples, Habit of Reading.

5. GROUP DISCUSSION;

Dos and Dots. Gaurd/Encourage Others, Group Discussion Tips, Top 15 Topics for Group Discussions.

6. BODY - LANGUAGE;

The Eye Contact, the Gesture, the Presence, the Movement and the Space. On -Verbal Communication, the Language of Nervousness, The Language of Arrogance, The Language of Confidence, Talk to Them, Conscious and Unconscious Body Language, Body Language Rules. Important Elements of Body Language. Eyes, Posture, Dress Code, Etc.

7. THE ART OF SOCIAL CONVERSATIONS;

Keep it going? Ask Open Minded Questions. Body -Language, Getting-Away.

8 APTITUDE GUIDELINES;



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Aptitude, Career Aptitude Tests Encounter an Career Aptitude Test., How Your Answers are Analyzed .Aptitude Test Basics; Logical Reasoning, English ,General Intelligence, Understanding, Computer Skills, Subjective Types, Structure Types.

9. TELEPHONE ETIQUETTE;

Effective Telephone Communication .Telephone Etiquette Excellence .Hello, Professional Image Over The Telephone, Putting The Caller on Hold. Closing, Merits Of a Telephone, Problems , Body Language, Telephone Rules, Lead Generation, Steps od Scripting .CARE-- Connected. Attentive, Responsible and Enthusiastic .Key Points, Important Fetures of a Telephonic Call, Tools to be Successful, Bridging Phrases .Golden Rules for Telephone. Cellphone Etiquette



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PERSONALITY DEVELOPMENT PROGRAMME; SYLLABUS;

10. BUSINESS ETIQUETTE;

Introduction, who is First, Background Info. Tip, Introduction At Business Function, Tip, Introducing Yourself ,Tip, Responding To Introductions, Tip, Greetings, Standing, Meeting Visitors in the Office, Shaking Hands, The Proper shake, Tip, The Name Game. Tip, How to behave with Superiors. Office Etiquettes.

11. CUSTOMER ETIQUETTES;

Customer Relationship Skills, Tips, Find out What They Want, Customer Needs, Customer Care, Bad Mood ; Do not pass it to your Customers. Other Bad Mood Remedies. Handling Difficult Customers, Top Ten Customers Service Skills, Ten Valued Customers Valued Skills,

12. INTERVIEW TECHNIQUES;

First Impression is the Best Impression, The Group Interview, The Panel Interview, The Telephonic Interview, The Stress Interview, The Screening Interview, The Informational Interview, The Directive Style, The Meandering Style, The Behavioral Interview, The Audition, The Tag Team Interview

13. TIME MANAGEMENT;

Balancing the Work and Family. Time Management Principles. Identifying time Loss. Urgency and The Importance, The Effective Decision Making, Setting The Goals, Defining The Objective, Time Saving Techniques-Dealing With the Interruptions., Knowing When to Delegate, Delegating Effectively, Managing The Incoming Calls, Managing The Outbound Calls, Organizing The Workspace, Practical Time Planning, Understanding The Overload ,Negotiating The Workload, Planning The Day, The Critical Path Analysis, The Effective Resource Planning, Eliminating The Time Wasters, Maximizing The Productivity, Preparing To Do list, Use of The To Do List,



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14. STRESS MANAGEMENT;

What IS Stress, Types OF Stress. Causes Of Stress, Family/Society/Environment/Personal/
Physiological- Anxiety, Irritability, Moodiness, Depression, Difficulty in Concentrating,
Anger, Highlighting of Defense Mechanism. Managing Stress, Identifying What Can Be
Changed, Ways to Build Skills to Cope With Changes Are To; Mind Yours Emotional
Reserves, Therapies and Beyond, Positive Thinking

TOTAL; 50 HOURS.



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SYLLABUS FOR ENGLISH GRAMMER; 35 HOURS & PROJECT 10 HOURS.:

MODULE 1; 5 HOURS

Nouns, Pronouns, Adjectives, Verbs, Adverbs, Auxiliary Verbs

MODULE.2.; 10 HOURS

Auxiliary Verbs, Modals. Conjunctions, Modal Auxiliary, Gerund, Prepositions Question Tags, Articles Interjections.,

MODULE3.,;10 HOURS

Tenses, Phrases, Idioms, Determiners, Subject And Predicate, Phrases And Clauses, Parts of Speech,

Reported Speech, Quantifiers, Had Better,

MODULE 4 ;10 HOURS

Active And Passive Voice, Conditional Clauses, Mixed Conditionals, Pronunciation, Vocabulary, Direct Indirect Speech, Letter Writing,

MODULE 5,: PROJECT 10 HOURS

Phone Talk, Casual Talk,, Shopping In Market,, Family Function,, Politeness And Etiquettes, Comprehension



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**SYLLABUS FOR SPOKEN ENGLISH; 25 HOURS AND
PROJECT 10 HOURS;**

MODULE 1; 5 HOURS

Dialogue, Convention, Most Common Grammatical Mistakes, Most Common Incorrectly Used Words

Introduction, Grammar Expression,

MODULE 2; 10 HOURS

Salutation words, Grammatical Test, Institutional learning, Individual Learning, Asking Questions, Asking Question Answers,

MODULE 3; 10 HOURS

Grammatical Test, Tense Preparation And Auxiliary Verbs, Speaking Tongue Twisters, Pronunciation Tips And Rules, Dialogues And Conversations

MODULE 4;

PROJECTS; 10 HOURS

Impressions Of Speaking Power

Facts Of Speaking Communications

Make Hand Paper Slips

Miscellaneous Sentences