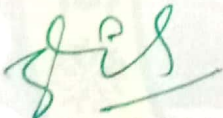


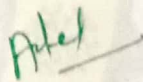


## Certificate Course in Soft Skills (30 Hours)

### TIME – TABLE

Date	First Period	Second Period	Third Period
01.06.2022	Ice Breaking Session	Group Discussion – Meaning, Traits required	Mock G.D session
02.06.2022	Case Study solving	Communication Skills	Exercise of Speaking Skill
03.06.2022	Listening Skill exercise	Use of non-verbal communication, Extempore speech	Time Management
04.06.2022	Resume Writing	Profile Building	Exercise of Resume Writing and Profile Building
05.06.2022	Leadership Theories	Team Building	Team Building Practices
06.06.2022	<b>Presentation using Power Point</b>	Preparation of presentation on given topic	Discussion on ppt
07.06.2022	<b>Social Media</b>	Job sites registration, effective use of social sites	Valediction

  
**G. N. NAYAK**  
Asst. Professor (English)  
Dr. Bhimrao Ambedkar  
Govt. College, Baloda  
Mahasamund (C.G.)

  
PRINCIPAL  
Dr. B.R. Ambedkar  
Govt. College Baloda  
Distt.- Mahasamund (C.G.)

अज्ञानं विना न विद्या