



Maharashtra Shikshan Samiti,

MAHARASHTRA MAHAVIDYALAYA

Nilanga Dist. Latur - 413521

Department of Commerce

Certificate Course in Soft Skills & Personality Development



conducted by

**Global Talent Track Foundation,
Pune**

COURSE OUTCOMES

After completing this course, the students will be able to....

1. Build their self confidence.
2. Prepare themselves for employable jobs in the market.
3. Prepare their own CV and Professional Profiles for their career development.

MODULES

Module I: Pre-assessment	Module VI: Stress Management
Module II: Self Awareness	Module VII: Active Listening
Module III: Building Self Confidence	Module VIII: Business Etiquette
Module IV: Grooming and Body language	Module IX: Email Etiquette
Module V: Positive Attitude	Module X : Making Online Professional Profiles e.g. LinkedIn

SCHEME OF EVALUATION

Q1. Practical Based Training	Credit- 1 (25Points)
Q2. Presentation / Group Discussion / Oral Test	Credit-1 (25Points)
	Total : (50Points)

COURSE DETAILS

No. of Lectures	30 Lectures
Duration	15 days
No. of Credits	02 Credits
Lectures per day	02

FOR MORE DETAILS

Dr. N. V. Pinamkar

Course Coordinator
Department of Commerce