



DME/MGT./NOTICE/2023/65

6th September, 2023

NOTICE
Value Added Course
Soft Skills and Professional Development
And
Mastering IT Skills for Professional Development
Batch 2023-2026
11th -22nd September
Batch 4

DME Management School welcome all the students of BBA- Batch 2023-26 into their new academic journey. As you take the next step of your educational career, we wish you all the luck and look forward to best results from you all. With an initiative to embrace new phase of education and to welcome new learning opportunities, DME Management School is organizing a 30 hours value-added course on **Soft Skills and Professional Development and Mastering IT Skills for efficient business management** from 11th September, 2023 onwards.

Date- 11th September-22nd September,2023

1. Mastering IT Skills for Efficient Business Management

Training Period-30 Hours

Time: 10.30 am – 12.45 pm (15 Mins break)

Venue: Computer Lab 12, Ground Floor

Lunch-12.45 pm- 1.15 pm

2. Soft Skills and Professional Development

30 hours daily (During college hours)

Time: 1.15 pm - 4.30 pm (15 Mins break)

Venue: Moot Court, 5th Floor

Reporting Time: 10 am

Kindly read the following points carefully:

1. Attendance and assessment will be mandatory on all days for certification. Attendance will be taken every day twice: Pre-Lunch and Post Lunch for both the sessions.
2. Expert trainers will be taking sessions for value added courses; hence norepeat sessions will be conducted.
3. Students should strictly wear DME T-Shirts on all days.
4. Students to carry their own food and water.
5. Professional Decorum and discipline to be maintained throughout the training.
6. Students to carry a notebook and a pen to write down the important notes in the session.
7. Kindly refer to the syllabus below

Prof. (Dr.) Poorva Ranjan
Head, DME Mentoring School

Course Content for BBA Students**Duration: 30 hours****Days: 10 days [everyday 3 hours]**

S. No.	Topic	Learning Objectives
1	Expectation setting	Understand what the industry expects from freshers
2	Corporate Jargons	Learn the most commonly used words in corporate
3	Goal Setting	Life and Career Planning; Constructive Thinking
4	SWOT Analysis	To identify their individual Strengths/ Weaknesses/ Opportunities/ Threats to set effective goals
5	Self-introduction	Adding Skills, Certifications, hobbies, strengths, and weakness, Do's and Don'ts
6	Resume, CV and Cover Letter	Understanding Template Develop an effective resume by adding skills and certification
7	Art of Conducting Meetings	Making Agenda document Call for Meeting Writing Minutes of Meetings, Template to be given
8	Handling Conversation with Senior/Boss	How to make meaningful comments, give balanced opinion and hold conversation with seniors
9	Netiquette	Understanding Netiquette in the corporate cyber world Zoom meeting essentials Official WhatsApp Etiquettes
10	Email Etiquette	Learn E-mail writing skills How Not to Send E-Mails!
10	Telephone Etiquette	Handle a telephonic professional conversation like round of interviews/ To learn call mechanics
11	Body language	Learn positive body language
12	Professional Dressing-Power Dressing, Personal Grooming	Do's and Don'ts for Male and Female Corporate Dressing, Power Dressing Inculcation of good grooming habits for a lifetime
13	Art of Handling Conversation	Importance of conversational skills in the workplace and tips for how you can improve your own conversation skills.